

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, January 28, 2014 in the Burlington Public Library Meeting Room. Present were Pat Hurley, M.T. Boyle, Mike Kelly, Peter Hintz, Scott Johnson, Pat Hoffman, Peter Smet, Dianne Boyle, and Penny Torhorst. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt, and new High School Representative, Kalle Johnson.

Torhorst called the meeting to order at 4:00.

Minutes of the December 17th meeting were approved. Hoffman moved approval, Hurley seconded. Motion passed.

The Late December Prepaids, Reimbursements, December 2013 General Fund Deposits and January 2014 General Fund Bills, Prepaids, and Reimbursements were discussed and approved. Hoffman moved approval and Johnson seconded. Motion passed. Hurley moved and Smet seconded the motion to approve the January 2014 Trust Fund Bills and the December 2013 Trust Fund Deposits. Motion passed.

Committee Reports: None.

Federated Library Report: Falk reported that M.T. Boyle is being appointed to the Lakeshore Board, and will give future reports.

Old Business:

Friends Update: Falk reported that the Friends are considering their next fundraiser, and asked for suggestions. Landscaping was one suggestion. Falk also reminded the Board of the Kara Foundation donation.

Falk reported that the February basket will be a Customer Appreciation basket. It is a crock pot (donated by a staff member) and recipe book with a "Keep Warm" theme. Patrons receive a free raffle ticket for every 5 items checked out.

Falk reminded the Board that soon we will add 6 more internet stations, which will mean more crowding. She also wants to explore the Maker Spaces idea.

New Business:

Outreach: Falk attended a Wild Wisconsin Webinar Conference. There are many interesting outreach ideas. One idea was a book club that met on a ferry for commuters.

Falk reported that the Library will be getting new lighting as early as February. It is through a city energy initiative. We will be getting some new ballasts and reflectors on some of our existing light fixtures. It is projected that contractors will work during hours we are not open.

Transfer of Trust Funds: We will be transferring \$1,200.00 from the Library portion of the booksale money into the program fund to help with our yearly program costs.

Preparation of Annual Report: The Annual Report is due on March 1st. Falk will have it ready for the Board's approval at the February meeting. Hoffman reminded the Board that the Director's Evaluation will take place in the months following the submission of the Annual Report.

Investing Trust Funds: The Library has a CD coming due in February. Falk will be looking for a short term and the best rate available to reinvest it.

Directors Report:

The Monthly report shows that the Circulation numbers are down from last year. Remember, this does not include ebooks, Zinnio and the internet numbers. We are ahead of last year in those. Our January numbers are up from January of last year. January 6 we closed at 4:00 due to the cold weather when our heat went out.

Falk reported Book Mine has an update—a smart phone app that connects with the SHARE catalog in real time—coming in February that should work better.

Mobile Circ: Lakeshores will be giving us a tablet computer that we can take out wherever there is wireless and have access to Workflows. Suggested outreach spots include the schools, Farmers Market and the Home Show.

Falk reminded the Board that we have two very talented techs at Lakeshores that are young and excellent with technology. Sirsi has given us chances to do testing and beta trials in the past. This benefits everyone in our Lakeshores System.

Johnson asked rhetorically that with the additional 6 internet stations, how long before we will be needing even more. Falk reported that we will need to look into increasing bandwidth.

BPL in the news: The Board reviewed numerous calendar items.

Public Communication to the Board: There was no communication at this time.

Meeting was adjourned at 4:40 p.m. Hintz moved and Smet seconded. Motion passed.

Our next meeting will be on Tuesday, February 25th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Peter Hintz,
Aldermanic Representative