

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, February 25, 2014 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Pat Hurley, Peter Hintz, Scott Johnson, and Dianne Boyle. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt, and new High School Representative, Kalle Johnson. Excused were Mike Kelly, M.T. Boyle, Pat Hoffman, and Peter Smet. Absent was High School Representative ShyAnne Skinner.

Torhorst called the meeting to order at 4:05.

Minutes of the January 28<sup>th</sup> meeting were approved. Johnson moved approval, Boyle seconded. Motion passed.

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

Committee Reports: None.

Federated Library Report: Falk reported that Lakeshores is currently interviewing for a new Administrator.

Old Business:

Friends Update: Falk updated the Board on 501(c)(3) status. An accountant estimated the cost as several thousand dollars.

Falk reported that the Friends would like to do another solicitation letter. The board also came up with ideas of selling T-shirts or book bags; a carnival; a wine and cheese party; and a 5K run/walk. Suggestions were for the funds raised to be used for computers, more kindles, and materials.

New Business:

State Annual Report: The Annual Report was handed out and Falk reviewed it with the Board. Falk felt that Lakeshores has adequately met our needs. Hurley moved and Johnson seconded the motion to accept the annual report as presented to the Board. Motion passed. Falk handed out the in house annual report as well.

Patrons paying with a credit card: The Library will soon be able to take payment with a credit card at the front desk. Currently, a patron needs to use the online catalog to pay with a credit card. The Board directed Falk to proceed with instituting the new credit card policy.

Use of Trust Fund Money: Falk asked for \$1,500.00 trust money to purchase Children's DVDs and \$1,500.00 to purchase Adult DVDs and BluRays. Hurley moved and Johnson seconded to use \$3,000.00 of Trust money to purchase the DVDs.

Falk also wanted to know the Board's feelings on using Trust money for the landscaping project. Rustic Road came and did a walk through, somewhat hampered by the snow cover. The rep said that 5 trees needed to be taken down, as well as making other recommendations for low maintenance landscaping. Gayle talked to the City Administrator, who said that the City would take down trees we need removed. The Board suggested looking for a statue of a child sitting and reading. The Board was in agreement that they would like to follow up on using Trust money for the landscaping project. They will wait to see estimates in the future.

Use of Kara Foundation money: Falk suggested using some of the Kara Foundation money for Maker Space projects. The Board also instructed Falk to send an official thank you to the Kara Foundation for the Board.

Purchase of Sample Books at Cost: M.T. Boyle would like to sell the Library her sample books at her cost. Many libraries want to purchase these books, but Boyle would like our library to have the books if we can purchase them without any conflict of interest. Falk talked to the City Administrator, who said we could proceed as long as we had invoices showing that we were purchasing the books at cost. Hurley moved and Johnson seconded the motion to purchase the sample books from M.T. Boyle at her cost. Motion passed.

Directors Report:

Falk was part of a Library Legislative Day delegation including MT Boyle, Jessica McPhail from the Racine Public Library, and several librarians from Kenosha County. The delegation was able to talk to Robin Vos at Library Legislative Day, and he was receptive to what Libraries need.

Falk renewed a trust CD for 18 months at the Fox River Bank.

Falk added that we are also looking for children's shopping carts for library use in the juvenile area. She was going to use grocery money for them as well.

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 5:10 p.m. Hurley moved and Johnson seconded. Motion passed.

Our next meeting will be on Tuesday, March 25<sup>th</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman  
Secretary/Treasurer