

## Minutes of the Burlington Public Library Board of Trustees

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

Torhorst called the meeting to order at 4:00.

A discussion on the February minutes concluded they need to be amended to state that "A Board member suggested looking for a statue of a child sitting and reading." Minutes of the February 25<sup>th</sup> meeting were approved as amended. Hoffman moved approval, Kelly seconded. Motion passed.

The March 2014 General Fund Bills, Prepays, and Reimbursements and the February General Fund Deposits were discussed and approved. Kelly moved approval and Hoffman seconded. Motion passed. Hoffman moved and Kelly seconded the motion to approve the March 2014 Trust Fund Bills and the February 2014 Trust Fund Deposits. Motion passed.

### Committee Reports:

Personnel Committee: Hoffman stated that the Director evaluation survey would be distributed in April.

### Federated Library Report:

M.T. Boyle reported that the two Lakeshores meetings that she has attended were exciting. Mid-Wisconsin Federated Library System had served papers to end the SHARE consortium. The Lakeshores Board is drafting a response. Steve Ohs was chosen as the new Administrator for Lakeshores. M.T. was able to sit in on the interviews and was pleased with the choice.

### Old Business:

Friends Update: Falk reported that the Friends have not met. There was discussion by the Board about the cost of getting a 501(c)3 status. A board member stated that Marquette Law Library sometimes gives free services for that. Falk will check into it.

Landscaping Progress: Falk reported that some of the trees around the library have been removed, because they were either dead or diseased.

DVD Project: Falk reported that since the last Board meeting the Library has purchased several hundred adult and children's DVDs. Falk is now asking for an additional \$2,500.00 of Trust money to further add to the children's collection. Kelly moved and M.T. Boyle seconded the motion to use \$2,500.00 of Trust money to add to the DVD collections. Motion passed.

#### New Business:

Library Board dates: Falk had a handout with the remaining Library Board meeting dates for everyone to put with their calendars. We will be sending out postcards two weeks before the next meeting and then the Board packets one week before the next meeting.

Weeding of collection and removal of Large print: Falk has been weeding the collection of many materials that have not checked out recently. We have a large number of large print materials that have been removed. Falk asked the Board if the Library could donate the large print materials to the several nursing homes and assisted living facilities that the Library goes to for programs. Smet moved and M.T. Boyle seconded the motion to give the facilities the weeded large print items. Motion passed.

#### Directors Report:

Falk handed out a sheet of pictures that highlighted the different library happenings for March. Some of the items distributed at the booth at the Home Expo were, an upcoming tea party program with Miss Burlington, a series of children's music programs, Kiwanis art display, new shopping carts for children, and the enlarged DVD collections.

Monthly Report: Falk handed out the report which now included more areas of statistics that show the large amount of usage these items get. Smet suggested that we invite our Assembly members to a meeting and discuss how we are funded and the amount of other services provided that are not part of that calculation. It was decided that M.T. Boyle and Falk would draft a letter inviting one Assembly member at a time to discuss the Library funding and what they could do for us.

Falk handed out a final balance sheet for the library's 2013 budget.

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 4:50 p.m. Kelly moved and Hoffman seconded. Motion passed.

Our next meeting will be on Tuesday, April 22<sup>nd</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman  
Secretary/Treasurer