

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, April 22, 2014 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, M.T. Boyle, Pat Hoffman, Peter Smet, Dianne Boyle, Peter Hintz, Scott Johnson, and Pat Hurley. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt. Excused was Mike Kelly and high school representative Kallie Johnson. Absent was High School Representative ShyAnne Skinner.

Assembly Representative Robin Vos toured the library before the Board meeting, and stopped before the Board meeting to visit with Board members.

Torhorst called the meeting to order at 4:15.

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

### Committee Reports:

**Personnel Committee:** Hoffman handed out the Director Evaluation Form and asked the board members to fill it out and return it to her in the envelope provided within the next two weeks. She also handed out a sheet citing library highlights, accomplishments and statistics. These will help the members to fill out the Evaluation Form. She will then write up her response before the next Library Board meeting in May. It was mentioned that the City Council would benefit by seeing these handouts as well. Peter Hintz stated that he would share information with the Council members at the next Council meeting.

### Federated Library Report:

Falk reported that nothing has changed on the status of the Consortium. They are waiting for the attorney's response.

### Old Business:

**Friends Update:** Falk reported that the Friends have expressed an interest in the landscape project for their fundraiser. The Board was happy to hear this.

DVD Project: Falk reported that there is a new DVD shelving unit on the Children's side that will hold many of the current DVDs in our Children's collection. Many new travel DVDs have been added, some new Blu-ray DVDs and also many DVD Classics.

#### New Business:

National Library Week Recap: Falk handed out a tally sheet of all the responses from the survey that were collected during the week. There were many wonderful comments about the staff, materials provided at the library and the programs offered here. Falk asked if the Board would like to acknowledge the staff for all their hard work by providing a lunch for them. Smet moved and Johnson seconded the motion to thank and congratulate the staff on their excellent service with a luncheon, using \$200.00 of Trust money as thanks and appreciation. Motion passed.

#### Learn4Life Program:

Gale Publishing is offering many on-line classes for \$40 each. Library staff could take part in classes. The Library system was trying to figure out a way to let library patrons take advantage of the classes as well. Since we cannot charge patrons for services, we would not be able to pass the charge on to the patrons.

#### Report on Advocacy Workshop:

Falk attended a workshop on Advocacy in Ripon. Among the points made, the presenter stressed the importance of a short, clear, concise message.

Some things that came out of the discussion with Robin Vos were that libraries need to lobby more. We need a stronger lobby group. Vos suggested that we organize a legislative dinner to hear Lakeshores concerns at our annual Trustee Dinner. Smet thanked Falk for having Vos come and discuss these issues. Smet feels that we need to talk again in 6 months to a year. Falk stated that we used to have buttons and postcards that said "I love Libraries, and I Vote".

#### Directors Report:

Monthly Report: Falk wanted the Board to know that the Circ and walk in numbers are affected by when Easter vacation falls. Last year, Easter vacation was in April. This year, "spring break" was in March. We had a spike in walk in numbers and circulation in March this year, at spring break.

Falk talked about the 501c(3) application and the extensive amount of time it will take to fill out the paperwork. Falk has had an offer of help from Karen Tolle and will be looking at completed applications from other libraries.

Falk talked about the new version of the app BookMyne. The free Bookmyne app allows you to search the catalog, place holds, download books, see your checkouts, renew things, and pay fines by credit card. This service is now working for Android and iPhones.

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 5:15 p.m. Johnson moved and Hoffman seconded. Motion passed.

Our next meeting will be on Tuesday, May 27<sup>th</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman  
Secretary/Treasurer