

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, May 27, 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, Mike Kelly, and high school representative Kallie Johnson. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt. Excused was Pat Hurley. Absent was High School Representative ShyAnne Skinner.

Torhorst called the meeting to order at 4:00.

Election of Officers and Committee Appointments: Hoffman moved and Dianne Boyle seconded the motion to nominate Penny Torhorst as President. Motion passed. Smet moved the nomination for President closed, Johnson seconded. Motion passed. Torhorst moved and Hoffman seconded the motion to nominate Scott Johnson as Vice President. Motion passed. Smet moved the nomination for Vice President closed, Hoffman seconded. Motion passed. Kelly moved and M.T. Boyle seconded the motion to nominate Pat Hoffman as Secretary/Treasurer. Motion passed. Smet moved the nomination for Secretary/Treasurer closed, Johnson seconded. Motion passed. Torhorst made the same committees appointments as last year:

Building & Grounds - Chair: Hurley, Johnson, Hintz  
Personnel - Chair: Hoffman, Torhorst, Smet  
Finance - Chair: Kelly, D. Boyle, M.T. Boyle, Smet

Minutes of the May 27<sup>th</sup> meeting were approved. Hoffman moved approval, Johnson seconded. Motion passed.

The May 2014 General Fund Bills, Prepaids, and Reimbursements and the April General Fund Deposits were discussed and approved. Smet moved approval and Johnson seconded. Motion passed. Hoffman moved and Kelly seconded the motion to approve the May 2014 Trust Fund Bills and the April 2014 Trust Fund Deposits. Motion passed.

### Committee Reports:

Personnel Committee: Hoffman will discuss the Director Evaluation in closed session later in the meeting.

Federated Library Report:

M.T. Boyle reported that Share is splitting and Mid-Wisconsin is moving ahead with that. It is going smoothly so far. LLS tech people have developed a timeline for ending reciprocal borrowing. After that we will have to use ILL for an item that we want to borrow. This will mean a longer time for holds to become available.

Mid-Wisconsin will be using a cloud system. Lakeshores will be buying the servers. Lakeshores libraries can go into WisCat to borrow from the entire state.

#### Old Business:

Landscaping project: Falk reported that estimates are slowly coming in from different landscaping companies. Falk reminded the Board that the Friends group is dedicating their fundraiser this year to the landscaping project. Falk asked the Board if they support using general trust funds if the Friends don't raise enough money. Smet moved to endorse the landscaping project for the Burlington Public Library in partnership with the Friends of the Library and work with them on this project.

It was also suggested that the Friends have a presence at the Farmers Market, on an occasional basis.

#### New Business:

Pinterest: Joy Schnupp reported that the Library's Pinterest page is in the baby stages. She has been building on what other libraries have done. She is adding boards and she had a handout of the Pinterest boards to view at this time. She will be adding as the summer goes on and she encouraged the board members to add some boards and to follow our page.

Joy talked about the Children's Summer Reading Program and handed out a flyer with most of the programs coming this summer. The summer theme for the kids is Fizz Boom Read!!! Joy had a display board showing summer events. She has been visiting schools and some classes have been coming to the Library. During class tours, Joy explains all the programs and fun things that are going to be happening this summer. We are also issuing a lot of library cards. Last year we had over 500 kids sign up for the SRP.

Advocacy: M.T. Boyle talked about advocacy. She attended the National Library Legislative Day in Washington D.C. She was able to speak with aides of the Wisconsin representatives. Broadband and the Freedom Act were hot topics. She said that Libraries need to have better marketing. She was able to ask the representatives what they were most interested in.

Webinars for Trustees will be held the second week of August. If the sessions are archived, we may be able to view them before or after a Board meeting.

Falk went to Ripon for a workshop on Advocacy and she had a handout from there also.

Goals and Strategic Planning: Falk had a handout on goals from the last year to consider at the next Board meeting. We use these goals to help set our budget. Falk also asked for direction on scheduling Strategic Planning, or waiting until our future building plans are clearer.

Training: Falk was named to the Lakeshores disaster planning resource group of the LAC. She will be attending a workshop in Horicon in the beginning of June.

Falk talked about a class exploring Memory Cafés. They serve as a respite for Alzheimer patients and caregivers, by providing a safe place to meet with others coping with Alzheimer's disease. We could set aside time in our story time area, which is handicapped accessible and a non-threatening environment.

Use of Grant Money: Falk wanted to remind everyone that we still have the \$1,000.00 of the Kara Foundation money that we have not used. The best idea we have come up with would be a new Early Literacy Station to replace one we currently have that is failing. Unfortunately, the new station at a discount price is \$2,700.00. That would leave a \$1,700.00 shortfall. The Board discussed options. Smet moved and Hoffman seconded the motion to allocate \$1,700.00 of Trust money to help pay for the Early Literacy Station. Motion passed.

Broadband Update: We currently have 3MB of bandwidth from Badgernet, which will increase to 10MB in June. We also have 7MB from Time Warner Cable.

Recognizing Student Representative: Today is Kalle Johnson's last Library Board meeting. We thanked her for being part of our Board for these past months. The Board hoped that she enjoyed it and suggested that in the next school year she might request to come back to us again.

Directors Report:

Monthly Report: Our circ numbers are up and our walk-in numbers are down.

Falk had many handouts for everyone, including:

- National Library Week survey results, which were distributed to the City Council
- 10 Words every book lover should know, an article Joy had posted to Facebook.
- "Libraries are dying? Think again" article
- "Check out new library" article sent to us by City Administrator Kevin Lahner
- Circulation and walk in count statistics

Falk talked about the new 501c(3) application form that is only 3 pages long. It is not approved yet but may be available soon.

Falk reported on a recent HOLA meeting of the Hispanic outreach, literacy and advocacy group.

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

Public Communication to the Board:

There was a thank you from Vicki Biehn for the use of our display case by the Sexual Assault awareness group. There was a note from Robin Vos thanking the Board for the chance to speak to them. There was a thank you from the staff for the luncheon provided by the Board.

Meeting was adjourned into executive session at 5:20 p.m. Johnson moved and Hoffman seconded. Motion passed.

Hintz moved and Johnson seconded the motion to accept the evaluation as written. Motion passed.

Hoffman moved and Smet seconded the motion to move out of closed session and reconvene into the open meeting. Motion passed.

Meeting was adjourned at 5:45 p.m. Johnson moved and Hoffman seconded. Motion passed.

Our next meeting will be on Tuesday, June 24<sup>th</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman  
Secretary/Treasurer