

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, June 24, 2014 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, M.T. Boyle, Pat Hoffman, Peter Smet, Pat Hurley, and Peter Hintz. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt and Facilities Manager for the City, Brian Wood. Excused was Dianne Boyle. Absent were Scott Johnson, and Mike Kelly.

Torhorst called the meeting to order at 4:00. Consideration of repair of the Pine Street entrance was taken up first.

Brian Wood, City Facilities Manager, talked about the Pine Street entrance to the Library. Shifting of the granite steps are causing a hazard. The tiles on the landing at the top are also loose and dangerous. Wood has one estimate for repairs, and is waiting for more. Although emergency repairs can be done immediately, replacement of the railing will need to have HPC approval. Smet moved to do repairs on the steps, railing and decking using up to \$12,000.00 of money we carried forward from last year's budget. M.T. Boyle seconded. Motion passed.

Minutes of the May 27th meeting were approved. Hoffman moved approval, Hurley seconded. Motion passed.

The June 2014 General Fund Bills, Prepaids, and Reimbursements and the May General Fund Deposits were discussed and approved. Hoffman moved approval and Hintz seconded. Motion passed. Hintz moved and Hurley seconded the motion to approve the June 2014 Trust Fund Bills and the May 2014 Trust Fund Deposits. Motion passed.

Committee Reports:

Personnel Committee: Hoffman handed out a letter which was given to Gayle Falk with her review.

Federated Library Report:

M.T. Boyle had nothing at this time.

Old Business:

Landscaping project: Falk reported that she has an estimate from David Kmetz with Reesman's Landscaping. The estimate includes cleanout of the grounds, replacement of two trees, hooking up a partial irrigation

system and planting some low maintenance grasses. There are also dead stumps and bushes to be removed. Falk reported that the money would come from the Paul Linton donation. And funds the Friends raise could be used for enhancements for the courtyard area, such as benches, planters, and statues. A motion was made by Hoffman to accept the estimate for the landscaping project. Hurley seconded the motion. Motion passed.

Advocacy: M.T. was recruited by the WLA Legislative committee to communicate with candidates to advocate for libraries. Gayle is attending a Webinar on Wednesday morning about the effort. M.T. will help with weekly endearments. Smet would like a copy of these weekly endearments to be forwarded on to the Library Board members.

Falk had a brochure put out by a library that is placed with banks, financial planners, and lawyers' offices, encouraging people to leave money to the Library. The Board thought that was a very good idea and would like to see a place like Minuteman Press design and print a brochure for us that we can place in similar locations around Burlington.

Goals: Falk reported that we are starting the budget process for the end of the year. Hoffman suggested that we have a brochure made covering

- exploring technology and collection development
- advocacy, outreach, and cooperation
- renovate or replace the library building

We need great graphics to show three pathways to proceed.

M.T. talked about advocacy and outreach in how the libraries now days are supporting patrons in job training in the workforce development. Libraries are now forward thinking such as a community center, maker space, books, and flexible thinking. Libraries may be known as an "Info Center".

New Business:

Trustee Training:

The Board was to look over the first three sections of the handbook. Hoffman did a quick overview on the first three chapters of the manual. She handed out a membership application form for board members to apply if they want.

The first chapter talks about the Trustee Job description, the second chapter talks about who runs the library with the responsibilities of the Director, the Board and municipal governments. The third chapter talks about the organizing of the board of effective action which talks about the legal requirements of the Library board. Hoffman wants everyone to read Chapter 3 and also the Library Bylaws and see the similarities and the differences for the next meeting.

Directors Report:

Monthly Report: Our circ numbers are up this month.

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

Public Communication to the Board: There is a Thank You from Danette Fogarty. She donated 4 of her books to the library.

Carol DeMarco will be here tonight discussing her new book "Lake of the Shining Arrow". She will be signing books as well.

Falk had several handouts for the Board members, covering Trustee Training, a flyer for the Science of Beer program, sewing class using BASD sewing machines, and showing of the Wiener Dogs National movie. We are taking donations to Lakeland animal shelter in connection with the movie showing.

Meeting was adjourned at 5:20 p.m. Hurley moved and M.T. Boyle seconded. Motion passed.

Our next meeting will be on Tuesday, July 15th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman
Secretary/Treasurer