

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, July 15, 2014 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Pat Hoffman, Peter Smet, Scott Johnson, Mike Kelly, and Peter Hintz. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt. Excused was M.T. Boyle, Pat Hurley, Dianne Boyle.

Torhorst called the meeting to order at 4:00.

Minutes of the June 24<sup>th</sup> meeting were approved. Hoffman moved approval, Johnson seconded. Motion passed.

The July 2014 General Fund Bills, Prepays, and Reimbursements and the June General Fund Deposits were discussed and approved. Kelly moved approval and Johnson seconded. Motion passed. Falk said she had included a Trust bill for State Fair Cream Puffs for staff appreciation as we have done annually. Hoffman moved and Kelly seconded the motion to approve the July 2014 Trust Fund Bills and the June 2014 Trust Fund Deposits. Motion passed.

Committee Reports: There were no reports at this time.

Federated Library Report: Falk reported that the dissolution of the SHARE consortium continues. The final day for Mid Wisconsin materials to be available in the Enterprise catalog will be July 20<sup>th</sup>.

Old Business:

Building Repairs: Pine Street entrance.

Falk presented the bids for repair of the Pine Street entrance. The Board chose the Scherrer Construction bid for stabilizing all the treads. Smet moved and Johnson seconded the motion to accept the bid from Scherrer Construction. Motion passed.

Goals and Strategic Planning: Falk reviewed the three strategies that had been identified by the Board:

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

Trustee Training: Trustee Essentials Chapter 3

Falk reported that Smet brought to her attention that there is an updated rules of order which is more suited to small Boards. Falk will review it. The rest of the discussion of Chapter 3 was postponed until the end of the meeting.

Landscaping: Everyone agreed that the landscaping looks wonderful. Falk reminded everyone that the Library is including money for maintenance and upkeep of the landscaping in the next budget.

New Business:

Book Sale Update: Falk stated that the postcards went out to Burlington people and businesses asking for donations of used books for the upcoming book sale.

Employee Appreciation: Falk had mentioned this during the approval of the Trust Fund Bills.

Budget: Falk mentioned that as the city budget process develops, it will be necessary to schedule Personnel committee and Finance committee meetings.

Bank Depositories: Falk received a letter from Talmer Bank stating that they are being purchased by Town Bank.

Directors Report:

Monthly Report: Our circ numbers are up this month. Internet users are down slightly. Falk stated that we have purchased Reference USA database which is used for job searches for the public. Falk said at the Hispanic outreach meeting the St. Charles literacy group requested more bilingual computer classes. While we could provide instruction in computer use, we would need a translator familiar with computers.

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

Public Communication to the Board: There is a Thank You from Carol DeMarco.

Scott Johnson said he attended the lapsit story time with his granddaughter and said they enjoyed it very much.

The Board reopened discussion of Chapter 3 of the Library Bylaws:

In Article 2, changes were made to allow officers to be elected by simple majority votes. The office of Secretary-Treasurer was altered to being the Secretary. Financial responsibilities were eliminated from the position.

In the section on Meetings, the Board requested the insertion of an open meeting compliance statement.

In Article 5, the Board requested that the title "**Library Director**" be used instead of "**Librarian**".

The Board instructed Falk to insert both a listing of Board responsibilities and a Conflict of Interest statement, as included in the DPI DLTCL sample. Discussion of Parliamentary Procedure and Roberts Rules of Order was postponed to a future meeting.

Meeting was adjourned at 5:15 p.m. Johnson moved and Hintz seconded. Motion passed.

Our next meeting will be on Tuesday, August 26<sup>th</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman  
Secretary/Treasurer