

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, January 27, 2015 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Scott Johnson, Peter Smet, Peter Hintz, M.T. Boyle, Mike Kelly, and Pat Hurley. Also present were Gayle Falk and Linda Berndt. Also present was High School representative, Kalle Johnson. Excused were Dianne Boyle, and Pat Hoffman.

Torhorst called the meeting to order at 3:59.

Minutes of the December 16<sup>th</sup> meeting were approved. Johnson moved approval, Smet seconded. Motion passed.

The January 2015 General Fund Bills, Prepaids, and Reimbursements were discussed and approved. Kelly moved approval and Hurley seconded. Motion passed.

Smet moved and Johnson seconded the motion to approve the January 2015 Trust Fund Bills. Motion passed.

Dakota Taylor joined our meeting. He is a Boy Scout who needed to observe a meeting and do an interview. He stayed for the entire meeting.

Committee Reports: Personnel Committee: Falk received an email from United for Libraries and will review the Trustee Training and get back to the Board at the February meeting.

Federated Library Report: M.T. reported that the Lakeshores system is looking into possibly reaching out to Kenosha. Jefferson has also sent a letter to our system because they are interested. You can only belong to one system, but you can share with other systems. You can combine with a County adjacent to you.

M.T. is going to Library Legislative Day.

Old Business:

Friends Update: The coffee maker is set up and we have had a slow start. The Friends want to be involved in getting people to donate larger amounts of money to the Library through wills and trusts. Kelly stated that the Wehmhoff money was originally handled with Pat Lloyd and Dick Foltz. There are a lot of Wehmhoff file folders at his office.

Donna Fescenmeyer's father passed away and the family asked for memorial donations to our library. Donna was a staff member here for many years.

#### New Business:

Trust Fund Transfers: Falk has asked the Board to have \$1,200.00 from booksale money to go to the program accounts. This would be broken down to \$400.00 to Childrens, \$400.00 to Adults, and \$400.00 to general. Falk would also like \$2,600.00 to be taken from general Trust money, \$1,000.00 for Adult DVDs and \$1,000.00 for Childrens DVDs, \$200.00 for popcorn for the movie showings, \$200.00 for the Expo Giveaways, and \$200.00 for gen items such as bookmarks and other misc. items. Smet moved and Johnson seconded the motion. Motion passed.

Discussion of possible uses for donations: We have received \$1,000.00 from the Kara Foundation again this year. Last year we used it to update our AWE juvenile computers. Falk wanted to know if the Board had any ideas or specific uses of the gift. A thank you was sent and then another thank you will be sent when we have decided and/or used the money on a specific item. We have also received an anonymous donation of \$20,000.00 with no specific or designated purposed from the donor, although she specifically said it was to help ease our budgeting problems. Falk wanted to know if the Board had any ideas or specific uses of these gifts. One idea was a statue in the courtyard on the Jefferson Street side of the Library. Another idea was a standalone checkout station. Falk asked Board Members to bring ideas to the next meeting.

Mike Kelly would like a copy of the budget to look over.

Trustee Training: This was discussed earlier in the meeting.

Preparation for annual report: Falk said that we will be going through the Annual Report and signing it at the next meeting.

#### Directors Report:

Monthly Report: The monthly report was reviewed by the Board. Falk had another handout that showed the Circ numbers from the past several years. Although our circulation numbers were down from last year, they are still far above any previous year. Last year we were running a patron appreciation during December. In an effort to improve our circulation now, Joy has made a life sized image of Olaf, the snowman from the movie "Frozen". We are asking patrons to put their name on a snowflake for every, 5, 10, or 30 or more items checked out at a time. They can then tape the snowflake on Olaf and fill in the white body. Hopefully he will fill up quickly and this will help our circulation numbers. Falk has also told the Friends that the Library would like to have another patron appreciation basket in December this year. February will be a patron appreciation basket again this year.

The IRS is only sending the 1040, 1040EZ, and 1040A and no instruction booklets this year. They will not be sending any other forms. We will have State forms and booklets. We can go online with the patron and order whatever forms they need and have them sent to their address. This will help the patron feel that we are doing something to resolve their problem for the present time.

Falk indicated that the public copier is very old and needs to be replaced. Tammy has put together information on companies that we have dealt with for our existing copiers. We have a coin op box on the wall that will need to stay and be used with the new copier. Falk will have more information at the next meeting.

Falk listed many of the activities that are coming up in the days ahead at the Library. We will be having a game night on a regular basis one or more times a month. We have had a role playing game already and they will be meeting again soon. There is a family Lego night each month. We have a knitting class that has been meeting weekly. We have several book clubs that meet once a month. We have the eagle cam coming back soon, so we can keep watch on the eagles.

Falk toured the new Walworth Library which has moved into an existing location in a strip mall in Walworth. She said they have a large meeting room and they did a beautiful job at a lower cost than a new building.

BPL in the news: The Board reviewed calendar items.

Public Communication to the Board: There was none.

Meeting was adjourned at 5:40 p.m. Hurley moved and M.T. Boyle seconded. Motion passed.

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

Respectfully submitted,

Pat Hoffman  
Secretary/Treasurer