

## Minutes of the Burlington Public Library Board of Trustees

Joy was available before the meeting to discuss her upcoming Frozen program. It will be on Saturday, March 28<sup>th</sup>. There are 67 families signed up so far. It will be a meet and greet with Anna and Elsa, along with a photo op, crafts and decorations. The library is paying for the costume rental and the girls playing Elsa and Anna. There has been so much enthusiasm that she may need to extend the program to accommodate more people.

The Burlington Public Library Board of Trustees met on Tuesday, February 24, 2015 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Scott Johnson, Peter Smet, Peter Hintz, Mike Kelly, and Pat Hurley. Also present were Gayle Falk, Linda Berndt, Tammy McCarthy, and Joy Schnupp. Excused were Dianne Boyle, M.T. Boyle, and Pat Hoffman. Also excused was High School representative Kalle Johnson.

Torhorst called the meeting to order at 4:05.

Minutes of the January 27<sup>th</sup> meeting were approved. Hurley moved approval, Kelly seconded. Motion passed.

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

Johnson moved and Kelly seconded the motion to approve the January and February 2015 Deposits, and February 2015 Trust Fund Bills. Motion passed.

Committee Reports: There were no reports at this time.

Federated Library Report: There was no report at this time.

Old Business:

Friends Update: The Friends are gearing up for the Book Sale this summer. They also want to be involved in getting people to donate larger amounts of money to the Library through wills and trusts.

New Business:

Discussion of possible uses for donated funds: Falk reported that a retired staff member's father passed away and memorial money was given to the Library. Falk wondered if there were any ideas for these monies and other gifts that were received with no specific request on how to use the funds. Torhorst likes the idea

of more landscaping work done, and Hurley likes the idea of a statue in the courtyard area. Torhorst said that there are grants from the Garden Club if Falk would like to fill out the paperwork. Torhorst can help with that as well. Kelly reminded the Board that we have been augmenting our governmental funds with our reserve funds every year, but the reserve funds will be spent out this year or next.

Correction of Lakeshores circulation figures: Lakeshores were putting telephone renewals that were not ours into our numbers. Sirsi-Dynix has made a change and the figures have been corrected. Falk handed out the revised monthly reports for 2014.

Replacement of public copier: McCarthy informed the Board that we would be replacing our public copier this year. She had a handout that showed two vendors with the prices they quoted for comparable machines. She would like to go with Martin Business Group because we would not need to get a new coin op, the cost of the maintenance agreement is lower and the machine itself is made to handle higher volumes and more abuse. Kelly moved and Johnson seconded the motion to go with Martin Business Group. Motion passed.

Involvement in the Chamber of Commerce Home and Garden Show: Falk reported that the cost for the booth for non-profit organizations has gone up again this year. It is now \$100.00 for a booth. Falk talked to the Police Chief and he said they would not be going this year. Falk talked to the Chamber and they said that with the cost of the table skirt and the booth itself they needed to charge more this year. Falk asked the Board for their input and if they wanted her to get a booth. The Board did not feel strongly one way or the other to have a booth there. They will leave it up to Falk's discretion.

Trustee Training: Falk said we will put it off until next month because Hoffman is not here today.

Annual Report: Falk handed out a draft of the Annual Report. It was discussed page by page. Falk stated that she feels that Lakeshores did fulfill our needs. Smet moved and Hurley seconded the motion that Burlington Public Library does feel that Lakeshores has fulfilled our needs. Motion passed. Torhorst will need to sign several copies so it can be filed.

Directors Report:

Monthly Report: The monthly report was reviewed by the Board. Falk stated that the January numbers are down but the February numbers are up so far.

Falk reported that she was part of the City Administrator interviews on Monday. She was at Library Legislative Day in Madison last Tuesday. She visited 7 legislators and they had a handout for each with statistics and stated how important Libraries are.

Falk reported that we usually receive more flyers and brochures than we have room to put out. We have added a new display area to accommodate more than we used to. Do we want to think about opening up to more than just non-profit organizations if we have space? The board will think about it and decide at the next meeting.

Falk handed out an article that was given to her from Peter Smet.

BPL in the news: The Board reviewed calendar items.

The Board asked to see any pictures from the grand opening of the Pine Street steps. We will have copies of the pictures at the next meeting.

Kelly would like a copy of the naming policy. Falk will get him a copy .

Public Communication to the Board: There was none.

Meeting was adjourned at 5:00 p.m. Kelly moved and Johnson seconded. Motion passed.

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

Respectfully submitted,

Pat Hoffman  
Secretary/Treasurer