

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, April 28, 2015 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Scott Johnson, Peter Smet, Pat Hoffman, Mike Kelly, and Pat Hurley. Also present were Gayle Falk, Linda Berndt, and City Administrator, Carina Walters. Excused were Dianne Boyle, Ed Johnson and M.T. Boyle . Also excused was High School representative Kalle Johnson.

Torhorst called the meeting to order at 4:00.

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

The April 2015 General Fund Bills, Prepaids, and Reimbursements, and March General Deposits, were discussed and approved. Hoffman moved approval and Johnson seconded. Motion passed.

Smet moved and Hoffman seconded the motion to approve the March 2015 Trust Deposits, and April 2015 Trust Fund Bills. Motion passed.

The new City Administrator, Carina Walters was invited to our meeting. She spoke a little bit about herself and her family. She talked about how she has met and talked with many of the city departments. She was introduced to the Library Board members and then stayed for the Board meeting.

Committee Reports: There were no reports at this time.

Federated Library Report: Falk reported that the Federated Library arranges joint purchasing for computers, to negotiate a better price. We have ordered some, which will become Internet computers. The computers they replace will be put in the computer lab downstairs.

Old Business:

Hoffman talked about the Library report and Director evaluation. It generally takes place at the May meeting. The question was asked if it needed to be done every year. Walters encouraged the Board to continue to do the evaluation every year.

New Business:

Self-checkout: The Board discussed adding a self-checkout station. It would need to be near staff for assistance. The Board discussed removing the display case to put a self-checkout station there, but decided to hold off on the investment for now.

Display Case: Falk handed out pictures of new display cases to replace our older one. Most of the board members were okay with the existing case and it was decided to revisit at a later date.

Change of May Meeting date to May 19<sup>th</sup>. Falk wanted to remind everyone of the date change for the May meeting. Hoffman moved and Hurley seconded the motion to move the date from May 26<sup>th</sup> to May 19<sup>th</sup>. Motion passed.

National Library Week Survey results: Falk handed out several sheets of comments from the different surveys that were available for the public to fill out during National Library Week. We review and evaluate all responses.

Monthly Report: Falk is in the process of reworking what the monthly report includes, as requested by the Board.

At the May meeting we are going to go over the goals, in preparation for the budget. Gayle had a handout on the budget, showing how we have cut expenses and used reserves to balance our budget. Carina said that at the next council meeting on May 19<sup>th</sup> there will be TIF 101 info. At the second meeting of June will be a closeout of the TIF discussion. Falk had a handout of the Racine County Basic Standards provided by Lakeshores Library System. The standards are developed by the state of Wisconsin. The Burlington Public Library meets all the standards.

Police Chief Nimmer came through the Library and gave a safety assessment of our building. The staff will be watching the video again on how to respond to an active shooter developed by Homeland Security. He also recommended that we consider an alarm at our back entrance through the basement meeting room. Gayle has talked to Facilities Maintenance Manager Brian Wood. Brian is working on getting our weather alert radio reprogrammed.

Joy is on vacation and has left a list of upcoming events.

May has many class visits. She will be speaking at schools about the summer reading program and recruiting teens as volunteers.

On Friday morning Joy will be doing a computer presentation to the homeschooling group on the different computer programs we have.

The Book and Block Party is coming up Tuesday, May 5.

Lego Family Night is May 21<sup>st</sup> from 5:00 - 6:30.

Monday mornings is "Time Out for Play" for parents with small children.

May 12<sup>th</sup> through June 7<sup>th</sup> Joy has 11 classes coming to the Library with 25 students per class. They will be given a tour and information about SRP. Some will be getting cards for the first time.

She will be decorating for SRP in early June.

Falk informed the Board that the reduction in Racine County funding means the county will only be allowed one representative on our Board.

This was the last meeting for M.T. Boyle, Dianne Boyle, and Kalle Johnson.

BPL in the news: The Board reviewed calendar items.

Public Communication to the Board: There was none.

Meeting was adjourned at 5:10 p.m. Hoffman moved and Smet seconded. Motion passed.

Our next meeting will be on Tuesday, May 19<sup>th</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Edward Johnson  
Aldermanic Representative