

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, April 26, 2016 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Peter Smet, Pat Hoffman, Ed Johnson, Mike Kelly, Bridget Savaglia, and Pat Hurley. Excused was Scott Johnson. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt. Also excused was High School representative Paige Taylor.

Torhorst called the meeting to order at 4:01.

Minutes of the March 22nd meeting were approved. Hurley moved approval, and Hoffman seconded. Motion passed.

The April 2016 General Fund Bills, Prepaids, Reimbursements, and March General Deposits were discussed and approved. Hoffman moved approval and Hurley seconded. Motion passed.

Ed Johnson moved and Savaglia seconded the motion to approve the March 2016 Trust Deposits and April 2016 Trust Fund Bills. Motion passed.

Committee Reports:

Hoffman reported from the Personnel Committee regarding the Director's Evaluation. The question was raised if it was necessary to conduct a yearly evaluation. Some Board members preferred conducting an evaluation every other year. The Personnel Committee suggested considering the policy manual regarding the Director's evaluation at the next meeting. Smet moved and Hoffman seconded the motion to have the Board re-evaluate the policy on how often to have the Director evaluated. Motion passed.

Federated Library Report:

There was no report at this time.

Old Business:

There was no Old Business.

New Business:

National Library Week Survey Results: Falk had handouts with statistics and comments that were taken from the surveys filled out during National Library Week. There was a paper survey available at the front desk and an electronic survey available when accessing our Library website or signing in to our Internet computers. The Board discussed statistics from each survey.

Update on Internet hotspots available for checkout by patrons: Right now we have 7 Hotspots, each with unlimited data and a one week checkout. On average, we have 20 first time users on the holds list. We have a second hold list for those patrons that have already used one of our Hotspot devices before. When the first hold list is exhausted we will start calling people on the 2nd list.

Falk had a handout from Tech Soup with an offer of 5 Hotspots with a \$60.00 administration fee for all 5 devices, and a \$120.00 fee for each device for 1 year of unlimited service. The total for 5 Hotspots would be \$660.00 for the year. Smet moved and Hurley seconded the motion to purchase 5 more Hotspots for the amount of \$660.00 per year. Motion passed. After the motion passed further discussion was made suggesting we could have a few of the devices available for a 2 or 3 day checkout instead of a full week. The thought was that some people may just want it for a short time instead of a full week. Falk informed the Board there was a special being offered with 11 Hotspots with a \$126.00 Administration fee and the data fee of \$120 per device, the total being \$1446.00 for a year. After more discussion, Smet moved and Savaglia seconded the motion to purchase 6 more Hotspots making a total of 11 for the special fee of a total of about \$1,446.00. We will be using part of the Anonymous gift money. Motion passed.

Update on Gale Courses:

Gale Online Courses cover a large amount of subjects and interests. The Lakeshores System has partnered with Racine and Walworth County Workforce Development and paid for the classes offered. Libraries in the Lakeshores system contributed as much as they could for this year. Anyone can sign up with a library card or code to take classes. If they take and pass the final exam, they would get a Certificate and could add that achievement to their resume. Our Library is paying \$500.00 towards this year's classes, and next year it will be close to \$900.00. Statistics will be available to review how successful these online classes will be.

Falk said that we will be doing a big roll out with flyers, handouts, banners, and also using the Display Case. The list of available classes is currently on our website.

Falk had a Launch Pad by Playaway to pass around to show Board members. It is a small, self-contained tablet that is preloaded with games and learning activities. It does not connect to the internet. When it comes back to the Library we need only press a reset button to clear all previous patron history. This Demo Launch Pad is loaded with games for 3 to 5 year olds. There are other age groups. The adult Launch Pads have brain games loaded on them. The cost is about \$99.00 each. They come in a protective bumper case. Lakeshores is looking into a group purchase, which could provide a 15 to 20% discount. Falk feels that it would be a good use of our Anonymous gift money. Smet moved and Hoffman seconded the motion to purchase 10 in different age groups for \$800.00 to \$1000.00, using the Anonymous gift money. Motion passed.

Directors Report:

Copies of the updated Annual Report were handed out.

BPL in the News: There were several calendar items in the papers this month. Torhorst also brought an article from the Racine Journal Times entitled "Enlisting public libraries to help fight homelessness".

The Board thanked Torhorst for her many years of wonderful service to the Board. This was Scott Johnson's last meeting also. Next month will be Paige Taylor's last Board meeting. There was cake to thank them for serving on our Board.

Public Communications to the Board: Falk read through a letter from the Racine County Farm Bureau Woman's group awarding us a \$300.00 grant for having a healthy foods program.

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

Our next meeting will be on Tuesday, May 24th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman
Secretary/Treasurer