

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, May 24, 2016 in the Burlington Public Library Meeting Room. Present were Pat Hoffman, Peter Smet, Ed Johnson, and Bridget Savaglia, also new members Ellen Blair, Megan Barker, and Lori Haas were present. Excused was Mike Kelly. Also present were Administrative Assistant Linda Berndt and Automation System Administrator Tammy McCarthy. Excused was Director Gayle Falk. Also present was High School representative Paige Taylor. This is Paige's last meeting as our school representative.

Hoffman called the meeting to order at 4:01.

Hoffman had everyone go around the table and introduce themselves and tell a little bit about themselves as well.

Election of Officers and Committee Appointments: Smet nominated Pat Hoffman for the office of President, Savaglia seconded. Hoffman accepted the nomination. There were no other nominations. Motion passed. Smet nominated Bridget Savaglia for the office of Vice President, Blair seconded. Savaglia accepted the nomination. There were no other nominations. Motion passed. Johnson nominated Megan Barker for the office of Secretary, Savaglia seconded. Barker accepted the nomination. There were no other nominations. Motion passed.

Hoffman made the following committee appointments:

Building & Grounds - Chair: Savaglia, Haas, Barker

Personnel - Chair: Hoffman, Smet, Blair

Finance - Chair: Kelly, Smet, Johnson

Minutes of the April 26th meeting were approved. Johnson moved approval, and Haas seconded. Motion passed.

The May 2016 General Fund Bills, Prepaids, Reimbursements, and April General Deposits were discussed and approved. Johnson moved approval and Smet seconded. Motion passed.

Smet moved and Johnson seconded the motion to approve the April 2016 Trust Deposits and May 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. Each Board member was given a copy of the Library Policy Manual. The page concerning Employee Evaluation and Tenure is the section that was discussed. Hoffman read the section stating that the date that the Board would initiate the evaluation would be in March instead of April. Also, the Personnel Committee's evaluation would be presented to the full Library Board in closed session for consideration in April instead of May. Smet moved to waive the evaluation for this year and do it next year to the dates that have been presented of March and April. Haas seconded the motion. Motion passed.

Federated Library Report:

There was no report at this time.

Old Business:

There was no Old Business.

New Business:

Goals and strategic planning: Hoffman passed out a handout showing the goals of 2015 and what has been met and accomplished and goals that continue to be in effect for the current year.

Update on joint facility feasibility study by City of Burlington: Hoffman stated the City, County, and School District are having meetings to choose a firm to conduct a feasibility study. This study would consider the current facilities of each entity, future needs and what areas could be shared in a joint facility including City Hall, School District Offices, Library, Senior Center and a County Building.

Review of National Library Week Survey results: Nothing new was reported at this time.

Directors Report:

Monthly Report: Hoffman discussed and explained the report to the new members.

BPL in the News: There were several calendar items in the papers this month. Copies of an article were handed out that Torhorst brought to last month's meeting, entitled "Enlisting public libraries to help fight homelessness".

Public Communications to the Board: There was a thank you from Vicki Biehn regarding their use of our Display Case for their Sexual Awareness display.

Hoffman stated that Joy Schnupp has left our Library and has taken a position at the Williams Bay Library as their new Director. Hoffman has a card for everyone to sign and Linda will forward it on to Joy.

Meeting was adjourned at 5:02 p.m. Johnson and Blair seconded. Motion passed.

Our next meeting will be on Tuesday, June 28th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Edward Johnson
Aldermanic Representative