

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, July 19, 2016 at the Burlington Area School District office. Present were Bridget Savaglia, Ed Johnson, Megan Barker, Lori Haas, Pat Hoffman, and Mike Kelly. Excused were Peter Smet, and Ellen Blair. Also present were Administrative Assistant Linda Berndt, and Automation System Administrator Tammy McCarthy. Excused was Director Gayle Falk.

Hoffman called the meeting to order at 4:04.

Minutes of the June 28th meeting were approved. Johnson moved approval, and Savaglia seconded. Motion passed.

The July 2016 General Fund Bills, Prepaids, Reimbursements, and June General Deposits were discussed and approved. Savaglia moved approval and Johnson seconded. Motion passed.

Savaglia moved and Haas seconded the motion to approve the June 2016 Trust Deposits and July 2016 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:

Book Sale Update: Everything is sorted and placed in the tent, story time room or basement. Thank you to the Board members that helped in the set up.

Joint building feasibility study update: The Committee's first meeting with the PSG Group (Peter Scherrer Group) was July 18. PSG outlined the schedule and procedure for the feasibility study. PSG will visit the library to assess its needs and review how the current space is used. The Committee will meet bi-weekly. PSG will issue updates for the Committee to share with each member's board, council or staff.

Tammy attended a workshop on new buildings July 14 and brought back many ideas from other libraries going through building projects.

Tammy and Pat Hoffman will meet to work on an outline for the feasibility study for next month.

At the August Board meeting we will work on making a list of needs for a new building.

New Business:

Disruptive behavior in the library: A man has been making disruptive comments and disturbing other library patrons. The man was banned from the library and will need to come before the Library Board to discuss his behavior. The Library Board will then make a determination whether to allow the man to return to the library.

Return of damaged library materials: A patron returning DVDs with a very strong odor and needing special cleaning was discussed. A letter will be sent, informing the patron that in the future, any material returned which requires special cleaning will be billed as damaged.

Author signing: A local author would like to do a reading and signing at the library, and sell his books at the event. In the past if we invited an author to do a program, we allowed them to sell books at the library, but we have not allowed authors to schedule their own events here. The Board decided this is not something the library wants to engage in.

Megan reported there will be online Trustee Training the week of August 22nd through the 26th. Each presentation will last approximately 60 minutes. Go to <http://www.wistrusteetraining.com> to register online.

August 22 at Noon - Duties of the 21st Century Library Board.

August 23 at Noon - Engaged Planning: Ask What You Can Do For Your Community.

August 24 at Noon - The Green to Dream: Preparing for a Capital Campaign.

August 25 at Noon - Ensuring Director Success.

August 26 at Noon - Wisconsin Trustees: You Ask, We'll Answer.

Directors Report:

Monthly Report: The Monthly report is included in the Board packet. The Circulation numbers are down. Ebook circulation is holding steady while WiFi usage is up 150 users from last month. Walk-in numbers are up due to the Summer Reading Program and the extra programs happening in the Library.

Tammy reported the Gale Courses have been doing well. She said that 40 people have signed up for classes. We will be monitoring the online class participation.

The Board felt that a Twitter account at the Library may help with connections with the community. It could help in the future regarding the new building. Other options were Snapchat and Instagram. Jen may want to use it with the teens. More information and discussion is needed to decide the pros and cons of each app.

BPL in the News: There were several calendar items in the papers this month.

Public Communications to the Board: There were none at this time.

Meeting was adjourned at 5:02 p.m. Kelly moved and Haas seconded. Motion passed.

Our next meeting will be on Tuesday, August 23rd at 4:00 p.m. in the basement meeting room in the Burlington Public Library.

Respectfully submitted,

Edward Johnson
Aldermanic Representative