

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, September 27, 2016 in the Burlington Public Library Meeting Room. Present were Pat Hoffman, Mike Kelly, Bridget Savaglia, Ed Johnson, Lori Haas, and Megan Barker. 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 3:59.

Minutes of the August 23rd meeting were approved. Kelly moved approval, and Johnson seconded. Motion passed.

The September 2016 General Fund Bills, Prepaids, Reimbursements, and August General Deposits were discussed and approved. Johnson moved approval and Kelly seconded. Motion passed.

Kelly moved and Haas seconded the motion to approve the August 2016 Trust Deposits and September 2016 Trust Fund Bills. Motion passed.

Committee Reports: Hoffman reported that the Personnel Committee did not have a quorum so no action was taken on the Personnel Budget. The committee will meet soon.

Kelly reported that the Financial Committee was able to meet. There is a 1% increase in the salaries, and everything appears to be in order. He was impressed at the budget. There was an overall cutback of 12% with a very lean budget. Kelly moved on behalf of the finance committee to approve the budget pending the personnel committee approving their part. Motion seconded by Barker. Motion passed.

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

Old Business:

Joint building feasibility study update: Barker reported that she and McCarthy met with a Bray Architect representative to clarify Library needs. In a shared facility, the Library has the largest footprint and the least shared spaces with the other departments. The shared areas would be the lobby, bathrooms, and large conference space. We need to know what our contingency plan is if we are not going to be included in the joint facility. McCarthy and Hoffman are having another meeting with Bray on Thursday.

Masonry Work Update: McCarthy reported that the back delivery entrance stairs will not be replaced this year and will need to be done in the spring of 2017.

Landscaping: The trees and shrubs by the back delivery entrance are old and need to be removed. A shrub near the parking lot is overtaking the sidewalk. The City has agreed to remove the dead or overgrown shrubs.

Johnson stated that the ramp railings need to be painted. He volunteered himself and his grandchildren to do the job.

New Business:

Falk contacted McCarthy regarding retirement. The Personnel Committee would take it up at the next meeting, no action was taken.

Accomplishments & Goals: McCarthy had a handout of the accomplishments of 2016 and the goals of 2017. The 2016 goals have all been met. The goals and secondary goals for 2017 were listed. We will be exploring the Lakeshores Marketing Program in the upcoming year.

Hoffman suggested the "Amazon Smile" program which would have money go to the Library. We could advertise through the "Friends".

The Library Board can create an "ad Hoc" committee to explore how much it will cost to stay in this building, renovate and put on an addition. For the October meeting, we will add to the agenda to form a building committee to explore our options. It was suggested that it be put on October's Agenda to make a list of needs for the new Library.

Tax Exemptions: McCarthy stated that the tax exemption letters have been sent to Racine and Walworth Counties.

Annual Trustee Appreciation Dinner: The Trustee Appreciation Dinner will take place on Thursday, October 20th at Hawks View Golf Club in Lake Geneva. Hoffman reported that she attended last year and the food was good. This year's speaker is Jessica Anne Bratt. She is listed as an ALA Mover & Shaker. She specializes in Community, Library and Schools. Let McCarthy know if you are interested in attending. Savaglia will be going with some of her school friends. Haas may be attending with Connie Zinnen.

Directors Report:

Monthly Report: The monthly report is included in the Board Packet.

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.

The Board adjourned into executive session to discuss the Interim Director Compensation. In Executive Session the Board discussed the compensation for Tammy McCarthy for assuming the role of Interim Director of the Library during the medical leave of Director Gayle Falk. The board proposed the following resolution: The Burlington Library Board of Trustees authorizes a monthly salary adjustment for Tammy McCarthy of 7% of her base salary for assuming the role of Interim Library Director during the medical leave of Director Gayle Falk. The salary adjustment will cover the months of May - December of 2016. The salary adjustment will be distributed in a manner consistent with back pay procedures of the City of Burlington.

The Library Board reconvened into open session by a motion made by Johnson and seconded by Barker. Motion passed. A motion made by Savaglia, and seconded by Haas indicating that the Board voted unanimously to adopt the resolution. The meeting was adjourned at 4:55 p.m. Kelly moved and Johnson seconded. Motion passed.

Our next meeting will be on Tuesday, October 25th at 4:00 p.m. in the basement meeting room in the Burlington Public Library.

Respectfully submitted,

Edward Johnson
Aldermanic Representative