

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 25, 2016 in the Burlington Public Library Meeting Room. Present were Pat Hoffman, Mike Kelly, Ed Johnson, Lori Haas, Ellen Blair, Peter Smet, and Megan Barker. Excused was Bridget Savaglia. Also present were Administrative Assistant Linda Berndt and Automation System Administrator/Interim Director Tammy McCarthy.

Hoffman called the meeting to order at 4:00.

Minutes of the September 27th and October 5th meetings were approved. Johnson moved approval, and Haas seconded. Motion passed.

The October 2016 General Fund Bills, Prepays, Reimbursements, and September General Fund Deposits were discussed and approved. Johnson moved approval and Haas seconded. Motion passed.

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

Committee Reports: Hoffman reported that a Search & Screen Committee has been formed. Its members are Barker, Hoffman and McCarthy. They met with Steve Ohs, Lakeshores System Director who offered his input. Hoffman had a handout for the members of the Board suggesting a process to use in the selection of a new director and asked for comments or questions. When the position is posted it will run for 3 weeks or until the position is filled. Barker will be conducting the initial screening of the applications to determine whether they have the necessary qualifications needed. The search and screen committee will review qualified candidates and narrow down the candidates to meet with. The Library Board will then interview the top 3 - 5 candidates. The process was discussed and will be adjusted as needed.

Hoffman will work on a press release about Gayle's retirement.

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

Old Business:

Joint building feasibility study update: Barker reported that she and McCarthy have been going to the meetings and for right now they are confident of the process used to determine the square footage of a new or renovated library. If all departments were to go into one building, it would need to be 67,000 square feet with two stories. This would be approximately the size of Cooper School. The Library's portion would be about 42% of that space. The next meeting will be on November 3rd.

Landscaping: A large evergreen bush near the parking lot has been removed. The bushes by the back door have been removed and the area seeded for grass.

Budget Update: There is nothing new at this time, the numbers presented to the city have not been adjusted. There will be a Public Hearing in November to finalize the 2017 budget. Hoffman wanted to know if she should be going to any of these meetings, McCarthy will check and see.

New Business:

Adult Book Club for 2017: McCarthy asked the Board if they wanted to continue having Carole Rybarczyk lead the afternoon and the evening monthly book clubs. Johnson commented that Carole did a great job leading the groups. The board agreed to have Rybarczyk continue, using \$2000 of trust fund money to compensate her.

Trustee Dinner recap: Savaglia was the only board member who attended and was absent today.

Board Meeting Dates for 2017: All dates presented to the Board were approved.

Library Closing Dates for 2017: There was discussion on the Christmas and New Year's closing dates and how they follow the City Hall closing dates. This will be decided at November's Library Board meeting.

Lakeshores Library Member Agreement was discussed. This agreement states the amount the Library will be reimbursed from surrounding counties for serving patrons living in areas without their own library. Two payments, one in April and one in November are received.

New Director Search: This was covered in the Committee Reports.

Formation of ad hoc Committee for New Building:

List of needs for new Library: This may come at a later date. For now, the architects have all the information needed to estimate the square footage of a new or renovated library. Once the feasibility study is completed, we may need to form a New Building Committee.

Directors Report:

Monthly Report: The monthly report is included in the Board Packet. Circulation numbers are down. The Overdrive numbers continue to go up. Zinio numbers for online magazines do not show on this report, McCarthy will add those statistics to the next report. At our next Board meeting McCarthy will have a list of Zinio magazine titles and do a demonstration of how the online magazines can be accessed.

BPL in the News: There were several calendar items in the papers this month. It was stated that the Board members already see the weekly paper and there is no need to include these in our packets.

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

Arrangements for a retirement party for Gayle Falk are ongoing. The date has been set for Monday, November 14th from 4:00 - 5:30 at the Library.

Lori Hintz a volunteer who conducts sewing classes at the library requested money to fix the surger sewing machine. McCarthy first asked for approval from Peter Smet as the machines are owned by BASD and secondly to use trust money for the repair. Smet gave his approval and the library board approved spending trust money for the repair.

Our next meeting will be on Tuesday, November 22nd at 4:00 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Edward Johnson
Aldermanic Representative