

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, November 22, 2016 in the Burlington Public Library Meeting Room. Present were Pat Hoffman, Ed Johnson, Lori Haas, Peter Smet, Bridget Savaglia, Mike Kelly, and Megan Barker. Excused was Ellen Blair. Also present were Administrative Assistant Linda Berndt and Automation System Administrator/Interim Director Tammy McCarthy.

Hoffman called the meeting to order at 4:31.

Minutes of the October 25, 2016 meeting were approved. Haas moved approval, and Smet seconded. Motion passed.

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

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

Committee Reports:

Federated Library Report: Savaglia reported that Lakeshores has \$8,000 left in their 2016 Budget and would like to use the funds to purchase a marketing tool to collect data from taxpayers who are not using the library. Information is gathered from Reference USA and credit card information on buying habits.

Arrowhead Library System has requested information on joining the Lakeshores SHARE ILS as well as other surrounding library system's ILS. Arrowhead is made up of 7 libraries, the two largest libraries are Janesville and Beloit.

Old Business:

Joint building feasibility study update: All parties have been invited to a Joint Building Committee meeting on Monday, November 28th at 6:30 pm at the Burlington High School Library. BASD, City Council, Racine County reps and the Library Board will be given a presentation from PSG & Bray Architects on the study progress, the process used and next steps. The first part of the meeting will be open to the public and press. The second part of the meeting will be in closed session to discuss the costs and location possibilities.

New Director Search: The Board has received 14 resumes. The committee is working on questions for the applicants and will choose 3 top candidates. The closing date is December 12, 2016.

Holiday Closing Dates: McCarthy presented a handout with closing dates for 2017. There were questions at the October meeting about the New Year's closing dates. McCarthy followed the city holiday closing dates as was done in 2016. Johnson moved and Smet seconded the motion to adopt the calendar of closed dates. Motion passed.

January 2

May 29

July 4

September 4

November 23

December 22, 23, 24 and 25

December 30, 31 and January 1

City Council will be presented with the Employee Compensation study on Tuesday, December 6th. McCarthy and Haas will attend the meeting and report to the Library Board in December.

New Business:

Trustee Dinner recap: Savaglia, who was the only board member who attended the dinner reported on the presentation.

Strategic planning: Barker sat in on four Trustee Training seminars that were offered on-line in August. One of the seminars suggested updating our strategic plan for the Library. Ideas included completing a needs assessment, going out in to the community with a survey, and determining what the community needs from the Library. This will be a topic for our new director to pursue.

Zinio Demo/list of magazines available: McCarthy demonstrated how to access Zinio online magazines. Starting at the Burlington Library Website, going to the Resources tab, then to the Zinio link. The first step is setting up an account using your Library card and email. Once your account is setup you can check out any number of magazines and go back and read them anytime, they will remain in your account until you delete them. Another feature of the software is printing from the browser. Lakeshores is taking suggestions on magazine titles for the upcoming renewal.

Directors Report:

McCarthy reported that Culvers Night will be December 20th from 5:00 - 8:00.

The Library will be open until 8:00 p.m. on December 2nd during the Christmas Parade. Jen will have a craft for kids to do. Many people stopped in last year to warm up and use our bathrooms.

A thank you note from Falk was shared with the Library Board.

The Library Board Meeting start time has changed to 4:30 to make it is easier for members to attend.

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

Meeting was adjourned at 5:32 p.m. Johnson moved and Haas seconded. Motion passed.

Our next meeting will be on Tuesday, December 20th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Edward Johnson
Aldermanic Representative