

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, December 20, 2016 in the Burlington Public Library Meeting Room. Present were Pat Hoffman, Ed Johnson, Lori Haas, Peter Smet, Bridget Savaglia, and Megan Barker. Excused were Mike Kelly and Ellen Blair. Also present were Administrative Assistant Linda Berndt and Automation System Administrator/Interim Director Tammy McCarthy.

Hoffman called the meeting to order at 4:32.

Minutes of the November 22, 2016 meeting were approved. Smet moved approval, and Haas seconded. Motion passed.

Minutes of the City/County/School/Library Joint Facility & Feasibility Study reviewed with one correction, noting that Ed Johnson was present. Smet moved approval, and Johnson seconded. Motion passed.

The December 2016 General Fund Bills, Prepays, Reimbursements, and November General Fund Deposits were discussed and approved. Johnson moved approval and Smet seconded. Motion passed.

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

Committee Reports: There were no reports at this time.

Federated Library Report: Savaglia reported that they have not met since the last meeting. She will report at the next Library Board Meeting.

Old Business:

New Director Search Update: The Board has received 16 applications. The Committee has checked over applications and has settled on 4 applicants. The committee sent out questionnaires to the 4 finalists, which are to be completed by December 28, 2016. The Library Board will be interviewing finalists in January.

New Business:

Employee Compensation & Benefits: Haas and McCarthy attended a city COW (Council of the Whole) meeting on December 6, 2016. The firm Carlson Dettmann Consulting, conducted the employee compensation study. Mr. Patrick Glynn presented the study findings. When asked to elaborate on the Library findings, Mr. Glynn found that the submitted JDQs (Job Description Questionnaires) and the current job descriptions have conflicting titles and/or duties and suggested the Library would want to revisit its entire structure, and should probably start from scratch. Noted in the Carlson Dettmann summary, the firm does not routinely study part-time employees. McCarthy had a handout naming the comparable cities used in the study. When Gayle Falk updated all employee job descriptions in early 2016, she used the WAPL (Wisconsin Association of

Public Libraries) salary survey guide. Hoffman had sent an email to Carina, after an earlier meeting on the subject, to let her know that once a new director was in place, the employee wage and benefits will be reviewed. Hoffman noted the majority of our employees are part time and in order to get and retain good employees we need to keep our benefits package attractive. McCarthy made a few calls to other similar sized libraries in the area and confirmed that benefits to part time staff are offered.

Strategic planning: Barker suggested that the Board should table the discussion for a future meeting or after the new Director has been appointed. Barker also noted she had not included the notes on Strategic Planning in the summary handout. Barker shared her notes from the other 4 webinars and asked the Library Board members to review them for future conversations.

Directors Report: Zinio usage is up and the internet usage is down. The Board wondered if the use of the Hotspots were part of the drop in internet numbers. McCarthy will add the Hotspot checkout numbers to next month's report.

Donations: The Kara Foundation has again made a generous donation to the library. Staff had discussion on possible uses for a donation after McCarthy meet with the Kara Foundation donors in August. Suggestions for use of funds were for Gale courses, purchase of an iPad for use at the Reference desk to help patrons learn to download Overdrive books. Ideas for the children's area were a new story time board, book kits that are theme centered, such as numbers, letters, dinosaurs or potty training, prizes for 1,000 Book program completion, or a celebration at end of the Summer Reading Program. Decisions will be made in the coming year.

There was an anonymous donation for the staff, the money to be used for staff appreciation.

A request from a donor to give the library some stock was made. McCarthy is working on the details, hoping to make the transfer before the end of the year.

Story times have been a big hit lately, creating a need to add another session, now scheduled for Tuesday and Thursday mornings. Jennifer is also offering a pre-K story time, encouraging parents to leave the room for the short story time. Additionally, Jennifer is offering Sensory story time and a STEAM (Science, Technology, Engineering, Art and Mathematics) program once a month. All programs are heavily attended and enjoyed.

McCarthy will create a statistic report showing how Gale Online Courses are being utilized for next month.

The City Employee Appreciation Party at Veteran's Terrace is scheduled for Saturday, January 14th.

At the December, Lakeshores Director Meeting, suggestions for a "Food for Fines" campaign during National Library Week in April 2017 was discussed. The Board felt forgiving small fines of \$3 to \$5 for a couple of donated food items for a Food Drive would be acceptable. Savaglia suggested the Peanut Butter and Jelly drive, right before summer might also be an option.

McCarthy reported that Culvers Night is tonight - December 20th from 5:00 - 8:00. Please attend if you can as Culver's donates a portion of sales during that time to the Library.

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

The Board adjourned into executive session at 5:40 pm to discuss the Joint Building Feasibility Study and the Interim Director Compensation for 2017.

The Library Board reconvened into open session at 5:50 pm by a motion made by Smet and seconded by Savaglia. Motion passed. The Library Board approved continuing the additional compensation for McCarthy, made back in September 2016, until a new director is hired. A motion made by Johnson, and seconded by Smet indicating that the Board voted unanimously to adopt the resolution.

McCarthy was directed to inform The Peter Scherrer Group of the discussion points from the Joint Building Feasibility Study during closed session. PSG is awaiting feedback and further direction for the next steps in the study.

Meeting was adjourned at 5:50 p.m. Johnson moved and Smet seconded. Motion passed.

Our next meeting will be on Tuesday, January 24th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Edward Johnson
Aldermanic Representative