

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, December 14, 2010 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Yvonne Bruanschweig, Steve Rauch, Pat Hoffman and Mike Kelly. Excused were Pay Hurley, Dianne Boyle, Scott Johnson, Kay Pockat, and high school representative Nicole Durand. Also present was high school representative Evelyn Dillman, Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:01.

Minutes of the November 16, 2010 meeting were approved. Braunschweig moved, and Kelly seconded. Motion passed.

The December 2010 General Fund Bills, Prepays, Reimbursements and November 2010 General Fund Deposits were discussed and approved. Braunschweig moved approval and Kelly seconded. Motion passed.

Braunschweig moved and Kelly seconded the motion to approve the December Trust Fund Bills and the November Trust Fund Deposits. Motion passed.

Committee Reports: Hoffman reported from the Personnel Committee. She handed out the Director's evaluation and instructed everyone to fill out the questionnaire and return it to her, in the envelope provided, by January 10th. Falk handed out a list of the various things the library has done in the past year.

Federated Library Report: Falk reported that she attended the Lakeshores long range planning meeting.
Old Business:

Friends: The Friends fundraising letter will be going out after the first of the year. This money will be used for the adult side of the library, providing computers, furniture and electrical improvements.

Budget: The Library Budget was approved as submitted.

New Business:

Upcoming Events:

The wii games will be starting again in January.

Falk talked about the Library Closing dates and also the Library Board Meeting dates for 2011. It was discussed that November 15th and December 13th would be the better dates for the Board Meetings.

Braunschweig moved and Hoffman seconded the motion to approve the 2011 calendar of closing dates and Board meetings as presented. Motion passed.

Torhorst signed the 2011 Memorandum of Agreement between Lakeshores Library System and Burlington Public Library. This Agreement listed the funding from four Counties.

Falk reported that the City Attorney has not finished his work on videotaping in the Library and dealing with the long overdues.

Director's Report:

Falk reported problems with our checking account at First Banking Center. Checks have been rejected because signature cards on file do not agree with signatures on checks. Hoffman moved to reaffirm that current board officers and the library director be designated as signors. Authorized signatures would include Penny Torhorst (President), Scott Johnson (Vice-president), Yvonne Braunschweig (secretary) and Library Director Gayle Falk. Braunschweig seconded. Motion passed.

As a service to our patrons we are doing research on how to download materials to e-readers. There will be an e-book summit either in the spring or summer of 2011 which will explore the importance of e-books and their impact on libraries. Hoffman wanted Falk to let her know the information so that the school librarians can also attend at that time.

Monthly report: The Circ numbers are down for the month.

BPL in the News:

The Library was listed in the newspaper calendar of events.

Public Communication to the Board: Falk passed around a thank you from Lori Hintz for the successful shadow day for two of her students. They came for several hours in December, asked many questions, shadowed two of our departments, got a tour of the library and sat in on a story time.

Meeting was adjourned at 4:35 PM. Braunschweig moved and Kelly seconded. Motion passed.

Our next meeting will be on Tuesday, January 25th at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,

Yvonne Braunschweig
Secretary