

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, April 25, 2017 in the Burlington Public Library Meeting Room. Present were Pat Hoffman, Bridget Savaglia, Peter Smet, Ed Johnson, and Megan Barker. Excused were Lori Haas, Mike Kelly, and Ellen Blair. Also present were Director, Joe Davies, Administrative Assistant Linda Berndt and Automation System Administrator Tammy McCarthy.

Hoffman called the meeting to order at 4:34.

Minutes of the March 22, 2017 meeting were approved. Johnson moved approval, and Barker seconded. Motion passed.

Smet moved and Savaglia seconded the motion to approve the April 2017 General Fund Bills, Prepaids, Reimbursements, and March General Fund Deposits. Motion passed.

Smet moved and Savaglia seconded the motion to approve the April 2017 Trust Fund Bills, and the March 2017 Trust Fund Deposits. Motion passed.

Committee Reports: There were no reports at this time.

Federated Library Report: Savaglia said that the Lakeshores Library System board are working on rewriting the employee handbook.

Old Business: There was no Old Business at this time.

New Business:

Preview of new website: Davies showed the Board members the new library webpage, walking them through several of the features. He is still working on it and it will be operational soon.

2016 Annual Report: Davies briefly explained the Annual Report to the Board. The Board commented that it was easy for people to read and understand. The Board thought it would be a very good handout for our capital campaign. They suggested that the annual report should be circulated to community stakeholders, including City Council, City Staff, Library Friends, BASD employees, Parochial Schools, School Librarians, Cathe Center, Music Matters, County Office - M.T. Boyle and Delegrave, Imagination Library, United Way, Kara Foundation, and other Non-Profits.

Library Director Goals: Hoffman explained to the Board that the Director position is normally evaluated in May. Seeing as he has only been here a short time, he will be evaluated within 6 months. Davies presented a list of 4 goals for 2017-2018. The first of which is making the best use of our current facility until we have a new or different facility. The second goal is to promote technology to patrons, teaching them updated skills. The third goal is aiding the library staff to provide services in a changing library environment. The fourth and

final goal is to promote the growth of the Friends of the Library group to be our outreach for community support for a capital campaign. It was discussed that these four goals would be the main goals and that there may be other future goals that will fall within these current goals. Savaglia moved and Barker seconded the motion to adopt the Library Director Goals for 2017 - 2018 as provided. Motion passed.

Recognition of Service for outgoing board members: Davies announced that Pat Hoffman, Ed Johnson, and Mike Kelly have completed their terms on the Library Board and Jake Hanson, Jordan Debbink, and Tom Preusker will be taking their place, effective May 1st. The Racine County Executive is currently in the process of appointing an additional member to the board, pending confirmation by the Board of Supervisors. Several Board members expressed their gratitude to the outgoing members for their years of service and indicated that they will be missed. Davies noted that there are still many ways to serve and be involved in the Library, including membership in the Friends of the Library group.

Directors Report: The Monthly Report shows that Circulation is down a little bit, Overdrive & Zinio numbers are up. Davies thinks that maybe the weather has something to do with those numbers.

Davies stated that there will be a Bus trip to Chicago for the ALA Exhibits on Saturday, June 24<sup>th</sup>. The cost of the bus is \$20.00 a person, and that he has received free Exhibit tickets. Let him know as soon as possible if anyone is interested in going. The bus leaves Ives Grove at 7:30 a.m. and returns at 5:30 p.m.

Baker & Taylor has a new feature called First Look Carts, which Davies and Puccini are looking forward to using to make ordering books easier.

Davies wanted the Board to know that the 3-D Printer will be coming shortly, and then the VHS to DVD Converter will be coming right after that. Lakeshores owns them and we keep borrowing them because our patrons like using them. We get them for one month at a time.

Davies is busy weeding the nonfiction area using the 5 year no circ list.

Newspaper reports: Davies was quoted in a Journal Times article with Steve Ohs regarding LSTA grants.

Staffing - retirement of Elena Spiegelhoff and recruitment for a replacement: Davies reported that Elena has retired after many years at the Library. She will be missed. Davies has posted for a library intern to take Elena's hours. He has received one strong applicant so far, who will be interviewed later in the week.

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

Meeting was adjourned at 5:27 p.m. Smet moved, and Barker seconded. Motion passed.

Our next meeting will be on Tuesday, May 23<sup>rd</sup> at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Megan Barker  
Secretary