

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, January 25, 2011 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Steve Rauch, Pat Hoffman, Pat Hurley, Dianne Boyle, Scott Johnson, and Mike Kelly. Excused were Kay Pockat, and high school representatives Nicole Durand and Evelyn Dillman. Also present was Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:02.

Minutes of the December 14, 2010 meeting were approved. Kelly moved, and Johnson seconded. Motion passed.

The Late December 2010 Prepays and Reimbursements, and January 2011 General Fund Bills, Prepays, Reimbursements and December 2010 General Fund Deposits were discussed and approved. Kelly moved approval and Johnson seconded. Motion passed.

Hoffman moved and Boyle seconded the motion to approve the January Trust Fund Bills and the December Trust Fund Deposits. Motion passed.

Committee Reports: Hoffman reported from the Personnel Committee. She stated that the Personnel Committee would be meeting in closed session at the end of the meeting to discuss the Directors yearly evaluation.

Federated Library Report: Falk reported that Braunschweig relayed to her that due to the changes in Madison, LLS is apprehensive about the next year's budget.

Old Business:

Friends: The Friends are getting ready to send out a fundraising letter. This money will be used for the adult side of the library, providing computers, furniture and electrical improvements.

New Business:

Annual Report: The forms for the annual report have just arrived. The City has agreed to put us on the audit list early so that we can file our report in a timely manner.

Magazine Weeding Day: Magazine weeding day is scheduled for February 11th with lunch to follow.

City Pay Raises: The full time people from the library participated in a salary survey from the City. This survey compared them with others in comparable jobs in comparable cities. The City has committed to look at comparables every two years to keep in the average range. Hoffman moved to opt into that pay schedule on an annual basis. Hurley seconded the motion. Motion passed. Johnson expressed concern over whether our clerical staff are being comparably compensated. Falk will discuss the matter with the City Administrator.

Violations of Patron Code of Conduct: Falk informed the Board that she has had to talk to several patrons about hygiene issues. She reported that they are working toward a resolution. She also asked a patron to leave the library at the request of the police. Anyone removed from the library has the option of appealing the decision to the library board.

Library Closing Dates: Falk asked the Board to close additional days around holidays to bring us closer in line with city offices. The final closing dates are: Saturday July 2nd through Monday July 4; Friday, December 23rd, through Monday, December 26; and Friday, December 30th, through Sunday, January 1. Johnson moved and Kelly seconded the motion to accept the additional dates as listed above. Motion passed.

Microfilm Reader Replacement: Our microfilm reader is getting very old and has had to be repaired again this week. Although we have considered replacing our old microfilm reader, new machines are extremely expensive to purchase and maintain and we wanted to wait as long as we could. Now, parts to repair our machine are scarce.

We will budget for a new microfilm reader in next year's budget. Because the machine is currently being used heavily for genealogy research, if it should fail completely and not be repairable, Falk may have to come to the Board during the year and ask for Trust money to purchase a replacement.

Expanding Library Service to Patrons without standard ID: Hoffman met with the Racine Literacy Council and they stated that people without a driver's license could not get a Library card and she wanted to know how we could fix this. Our policy now is if a child wants a card we send home an application card and the parent has to sign and fill in the DL # and we issue a card. If we do not have the DL # then we do not have proper identification of the responsible party. Currently, we offer a card for people without permanent ID who live at TLC. This card limits the user to Burlington Public Library materials, limits the number of checkouts, and is good for a limited amount of time. The Board asked to put the item on next meeting's agenda. Falk will contact other libraries and see if they have any programs in place.

Directors Report:

BPL in the news: There are many calendar items and program articles.

Public Communication to the Board: Falk passed around a thank you from the Staff regarding the Christmas money from the Board.

The Board adjourned into closed session at 5:05 PM.

Our next meeting will be on Tuesday, February 15th at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,

Yvonne Braunschweig
Secretary