

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, May 23, 2017 in the Burlington Public Library Meeting Room. Present were Bridget Savaglia, Peter Smet, Megan Barker, Lori Haas. Also present were new Library Board members Tom Preusker, Jordan Debbink, Jake Hanson, and Rosemarie Buse. Excused was Ellen Blair. Also present were Director, Joe Davies, Administrative Assistant Linda Berndt and Automation System Administrator Tammy McCarthy.

Savaglia called the meeting to order at 4:35.

Savaglia welcomed the new members.

Election of Officers: Barker nominated Savaglia for the office of President, Smet seconded. Savaglia accepted the nomination. There were no other nominations. Motion passed. Savaglia nominated Smet for the office of Vice President, Haas seconded. Smet accepted the nomination. There were no other nominations. Motion passed. Smet nominated Barker for the office of Secretary, Preusker seconded. Barker accepted the nomination. There were no other nominations. Motion passed.

Savaglia told a little bit about each of the three committees and since most of the members are new, she gave them some time to think about what committees they are interested in. Savaglia told members to email her their preferences. She also reminded them that any email conversations are public records. Preusker made the motion to table the committee appointments to the June meeting. Haas seconded the motion. Motion passed.

Minutes of the April 25, 2017 meeting were approved. Smet moved approval, and Haas seconded. Motion passed.

Trustee Essential Training: Davies presented Chapters 14 & 15 which covers the Library Board and the Open Meetings Law and the Public Records Law. Davies stated that there needs to be an Agenda posted 24 hours before the meeting. We post the Agenda at City Hall, Library, newspaper, and City Website. The Agenda can be amended and reposted within 2 hours of the meeting.

Davies talked about a "Walking Quorum", which is when members meet and make decisions in smaller than quorum groups that add, without the benefit of a full and open discussion that has been posted to the public. Discussion on closed session – the Board would need to convene into an open session then reconvene into a closed session. It requires a roll call vote.

Electronic communications were also discussed, and members were cautioned not to make decisions via e-mail. Preusker asked that all the board members be put on as a bcc.

If a board member wants something added to the Agenda they may ask Davies or Savaglia.

Section 15 – Library Board and Public Records Law

As a governmental body, we must make and retain records. Everything that Board does in its official capacity is public. In the event of an Open Records Request, staff will conduct the search according to legal requirements. Chapter 67 subsection 10

Smet had to leave for another meeting at 5:00. He was excused.

Debbink moved and Preusker seconded the motion to approve the May 2017 General Fund Bills. Motion passed.

Preusker moved and Haas seconded the motion to approve the May 2017 Prepays in the amount of \$2,539.73, Reimbursements in the amount of \$34.13, and April General Fund Deposits in the amount of \$1,453.46. Motion passed.

Barker moved and Preusker seconded the motion to approve the May 2017 Trust Fund Bills in the amount of \$1,401.69, and the April 2017 Trust Fund Deposits in the amount of \$553.70. Motion passed.

Committee Reports: There were no reports at this time.

Federated Library Report: Savaglia said that the Arrowhead Library System, which includes Janesville, Beloit and four other smaller libraries, are moving forward in joining our SHARE catalog consortium, though they will remain an independent library system. They are hoping to go live by the end of January.

Article 6 Bylaws – Conflict of Interest -

Old Business:

Building Project Plans: There was a Joint Feasibility Study done with the City which explored the prospect of building a new library, possibly on a new site.

Davies talked about using the current library site and expanding into the parking lot. Parking becomes an obstacle. There is a lot of support at this location. We have great walking access to the elementary schools. Davies asked if we wanted to make a motion to either pursue the idea of a new site or stay on this site.

Discussion ensued.

Will there be municipal funding? Possibly, but the library will definitely need to fundraise substantially.

Are we in a position to do our own feasibility study? Possibly, but we should more fully review the results of the joint study conducted in 2016.

How do we know what the library of the future should look like? Should we undertake a strategic planning process? Those are good ideas, but not necessarily needed to answer the question of where the library should be sited, though they will inform the future planning processes.

What mechanisms does the library have for fundraising? The Friends of the Library will be vital in fundraising, volunteering, and raising awareness. We should also explore forming a Foundation as a vehicle for major giving. Are we sure that we need a new library? We are sure that the current site has substantial challenges, including a lack of necessary square footage, lack of ADA accessibility, and not the right layout for programs or events larger than 45 people.

Our current site is adjacent to the city parking structure, which provides some overflow capacity.

Haas moved and Preusker seconded the motion to table the building project plans. Motion passed.

Davies was asked to supply additional information related to the Joint Feasibility Study, and any available information on previous strategic planning done by the library.

New Business:

Burlington Public Library Foundation:

Davies recently met with the Friends group and they feel it is time to look into 501(c)3 status to aid in fundraising efforts.

Davies was instructed to begin information gathering to establish Foundation

Revision to By-Laws:

Davies had a handout of the By-Laws with the revisions in red.

- Revision date
- The Meetings have been changed to 4:30
- Our quorum is now half of the board members. Five with the current composition of the board.
- Added Trustee Essentials Training to Section 4 and remove Burlink (very old)
- Section 7 typo – change vial to vital

Debbink moved and Preusker seconded the motion to adopt the revised bylaws as presented.

Directors Report:

The statistics report was explained to the new board members. There was some discussion about Overdrive and Zinio and also if there was a definite reason for some numbers to be down. Davies reported that we are waiting for the internet filters for juveniles. After that time we will be putting a group of internet computers on the Juvenile side, and the numbers will change.

Recruitment for Open Positions: There are currently 3 open positions in the Library.

1 – Reference Assistant position vacated by Elena Spiegelhoff. We started with applications for an internship. We got one very good applicant but when offered the position she had already accepted a position elsewhere. We then took applications for a Reference Assistant and Davies has emailed an offer today.

2 – Adult Shelver position was vacated by Lee Ann Graf. Our current student shelver has agreed to increase his hours and fill in with those hours during the summer.

3 – Student Shelver position was vacated by Emily Vankoningsveld. We are currently taking applications for this position.

Space Rejuvenation Projects:

Brian is in the process of painting the meeting room.

The discard list for last month is about half done. We are still working on these items.

Davies has a handout showing how the adult side of the library looks now and on the other side, how it will look soon. It includes inviting seating, the magazines moved to the wall by the seating area. We will be removing the spinner racks and putting the paperbacks on the regular shelving. One of the three groups of internet computers will be relocating to the children's side of the library when the filter issue is resolved. The only money spent for this will be from the Friends for the new acrylic containers for storing and displaying the magazines.

Friends of the Library:

The Booksale will be taking place on Thursday, July 20th through Saturday, July 22nd. Scott Carson is the President of the Friends. They are in the process of recruiting people to become officers and involve more people in the Friends. We are trying to find some perk to sustain the members. Possibly have Friends members come to the Library Board meeting.

Ordering through Baker & Taylor:

Baker & Taylor has a new feature called First Look Carts, which allows Davies to choose our popular authors and putting them on an automatic ordering status. This will enable him to concentrate on the other items he would like to order that maybe aren't on the popular authors. This will make ordering much easier in the future.

Public Communications to the Board: We have a thank you from Vicki Biehn from Sexual Assault Services. They used our display case in April.

Meeting was adjourned at 6:20 p.m. Preusker moved, and Haas seconded. Motion passed.

Our next meeting will be on Tuesday, June 27th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Megan Barker
Secretary