

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, June 27, 2017 in the Burlington Public Library Meeting Room. Present were Bridget Savaglia, Peter Smet, Megan Barker, Lori Haas, Tom Preusker, Jordan Debbink. Excused were Ellen Blair, Jake Hanson, and Rosemarie Buse. Also present were Director, Joe Davies, Administrative Assistant, Linda Berndt and Automation System Administrator, Tammy McCarthy.

Savaglia called the meeting to order at 4:30.

Savaglia asked if anyone had any conflict of interest and Haas responded that she had to leave at 5:00.

Minutes of the May 23, 2017 meeting were approved. Smet moved approval, and Preusker seconded. Motion passed.

Preusker moved and Smet seconded the motion to approve the May 2017 General Fund Bills in the amount of \$9,709.81, Prepays in the amount of \$8,127.78, Reimbursements in the amount of \$106.19, and General Deposits in the amount of \$1,306.10. Motion passed.

Smet moved and Haas seconded the motion to approve the June 2017 Trust Fund Bills and Reimbursements. Motion passed.

Trustee Essentials Training:

TE #24 – Library Friends and Library Foundations:

Discussion Question #1:

The Library Board discussed the Pros and Cons of Friends and Foundations Groups.

Pros:

- They have unlimited fundraising capabilities.
- Foundations can draw support from outside of the local community, including state and national grants
- Supplements the Library budget and provides additional opportunities
- Provides a constructive way for community supporters to get involved and help the library
- Valuable opportunities to partner with other organizations like PTOs and other volunteer orgs.

Cons:

- The municipal library should be funded by the municipalities it serves. Funds raised should be supplemental, not used for operating expenses.
- Not a con per se, but Friends and Foundation are important stakeholders in the library who may need to be cultivated to share the vision and goals of the library board and staff.

Discussion Question #2:

The Friends group raises money from the Booksale for the smaller needs and a Friends Foundation would help with the larger fundraising and larger needs. Members of the Friends group were happy to be invited to the Board Meeting.

Committee Reports: There were no reports at this time.

Federated Library Report: Davies mentioned that Lakeshores is looking for a new system replacement for a language learning database. Savaglia had nothing to report at this time. There is a meeting soon.

Old Business:

Appointments to Committee: The handout shows which committee you have been appointed to by the President. The committees run for one year. Preusker moved approval of the committees as presented, Haas seconded, and Motion was approved. Davies commented that the Personnel and Finance committee will be meeting soon regarding the budget.

Haas had to leave and was excused at 5:00.

Building Project Plans:

The question at this time is whether we want to relocate or renovate. Discussion ensued.

Who owns the Library? The City would purchase the land on behalf of the Library. The farther out of town the cheaper the property. Then there are pros and cons. We would lose the students that walk to the Library. We are in the center of the downtown. The structure costs are the same at either location, but parking is cheaper.

Discussion: Estimated costs are \$3 million for a renovation and \$9 million for a new building.

Friends & Foundation needs to be established and able to raise money, then we can approach the City. If Lakeshores Library System acquires PatronLink, that could greatly aid in this fundraising process.

The City has a strategic plan to develop the downtown area. Preusker said he would share it with the board members.

Barker has information from a Trustee Training seminar that she participated in and she will pass on the information on the view of the Library of the future.

It was discussed that the Library Board should meet specifically to discuss the building issue and it would need 100% involvement from all Library Board members.

Smet had to leave for another meeting. He was excused at 5:35.

Davies can tell the City Administrator that the Library Board was given the opportunity to vote on whether to pursue the acquisition of land but no motion was given.

The Library Board will be establishing a separate meeting for further discussion.

New Business:

Policy Review Schedule: Davies has made a monthly schedule to review a policy a month. This will help to keep our policies up to date. Next month we will be looking at the Reference Service Policy.

Directors Report:

Report on attendance of Exhibits at the American Library Association conference:

Davies talked about the RFID Security System which stores all barcode information. It would replace the current security tag in each book or material that the Library owns.

A patron would stack their books under the scanner and it would check out all books in that stack.

He looked into return/sorting bins. He was looking at a 2 or 3 bin system. A quick sort into Returns, Holds, and Problems.

Other interesting ideas were:

- e-resources
- overdrive – new Libby app
- Zinio – new RB-Digital app
- CD & DVD repair machine
- Pre-processing of new books
- Outside bookdrop – Quote of \$3,800.00 -- Maybe it just needs a new base?
- Faxing Services – Scan-Print-Fax
- Microfilm Digitization – auto scan and fixes images

Foundation Planning:

Davies met with Scott Carson and Pat Hoffman regarding getting a Foundation incorporated with the State.

We would need to get an attorney with Trust or Friends money - not general fund money.

Board members mentioned Peter Turk might be interested.

Debbink said that Parkside is the hub for Community Organizations and they would donate time. Debbink also indicated that he likes to write grants and said that he would be happy to assist with such a project.

Membership Incentives for FOL:

Also Foundation incentives

Handout – Many good ideas.

Statistics: Circulation counts have increased for the month but all other numbers are down.

No publications to the Board.

Open access to WiFi – where are we in the process. Davies is working on it with Jim Novy from Lakeshores. We have to get our internet filtering correctly calibrated before we make any changes.

Meeting was adjourned at 6:30 p.m. Preusker moved, and Debbink seconded. Motion passed.

Our next meeting will be on Tuesday, July 25th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Megan Barker
Secretary