

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, July 25, 2017 in the Burlington Public Library Meeting Room. Present were Bridget Savaglia, Peter Smet, Megan Barker, Lori Haas, Tom Preusker. Excused was Rosemarie Buse. Absent were Ellen Blair, Jake Hanson and Jordan Debbink. Also present were Director, Joe Davies, and Automation System Administrator, Tammy McCarthy.

Savaglia called the meeting to order at 4:35 pm.

Savaglia and Haas reported they had to leave at 5:30.

Minutes of the June 27, 2017 meeting were approved. Preusker moved approval, Haas seconded. Motion passed.

Smet moved and Haas seconded the motion to approve the July 2017 General Fund Bills in the amount of \$8688.15, Prepays in the amount of \$2092.39, Reimbursements in the amount of \$139.75, and General Deposits in the amount of \$3144.90. Motion passed.

Preusker moved and Haas seconded the motion to approve the July 2017 Trust Fund Bills and Deposits. Motion passed.

Trustee Essentials Training: Davies reminded everyone of the online Trustee Essentials Training coming up August 21 through August 25 and asked that everyone sign up for one they are interested in. We can share information and ideas at the next Library Board Meeting. Barker said the webinars were worthwhile. Davies will ask other libraries in the Lakeshores System if they have recently completed a Strategic Plan. Smet recommended that we use a streamlined model. Completing a Strategic Plan will be very helpful when we begin our Capital Campaign. If we invite community members to participate in the Strategic Plan, they may be willing to participate in the Capital Campaign.

There were no Committee Reports.

Federated Library Report: Savaglia briefly reported on the study the DPI is working on PLSR (Public Library System Redesign), which started in 2015 and will end in 2018. Access to the study is at PLSR.info. The steering committee is looking at funding, services and what future libraries will look like. Another aspect of the study is using group purchasing for the entire state to save money.

Savaglia also reported a new member of the Lakeshores Board was networking with state and local politicians hoping to connect with them and talk about libraries, what they contribute, how they collaborate and how they are funded.

Director's Report

Report on Severe Weather: Davies reported the library had no water damage in the basement. The power was out starting Wednesday, July 12 at 6 pm. We closed at 5 pm Wednesday due to staffing shortage. The library was closed Thursday and Friday due to no power or phones. The power returned at approximately 6 pm on Friday.

The phones are still down. Davies made a list of things we could do in the event of a power outage in the future, one of which was to have a generator. A suggestion to contact Generac was made, they do make donations to non-profits, we may be able to get a generator donated. Another suggestion was to make Robo calls to our patrons to let them know what is happening, if we are closed and what services we may be able to provide. Davies may check with the vendor that the Burlington School District uses.

Book Sale: The book sale was cancelled because of the flooding. A meeting is scheduled for next week to decide when or if the sale will take place this year. The difficulty is getting volunteers, with school starting up. A suggestion to contact the group Driven was made. They are a group of high school students that do projects and may be able to help us.

Upcoming Professional Development: Davies will be attending a New Director Bootcamp in Marshfield next month. Davies will also be presenting at WLA this year along with another new director. They will be comparing new director experiences.

City Budgeting Process: A preliminary budget is due on Friday, August 28. Davies will bring numbers to the board when they are closer to finalizing. Preusker reported a new policy with banks, they will be able to donate to charities who are 501.c.3. This adds additional incentive for the library to pursue the creation of a foundation for fundraising purposes.

Monthly report: The library will be participating in "The Big Read" this year. Parkside runs the program, lists participating libraries in the brochure and does much of the advertising and promotion. The author of the chosen title will make appearances. The title for this year is Station Eleven by Emily St. John – Mandel. The book is for high school age and up.

Review of Reference Services Policy: Davies handed out the current Reference Services Policy and a new updated version. Before the Reference Librarian job description can be updated, we need to update this policy. Smet motioned to approve, Preusker seconded. Motion passed. Smet asked if the library could charge for special services, such as editing manuscripts or more in depth help to patrons. Davies will look into it.

Davies is looking at revising book processing, moving in the direction of preparing for an RFID system. We will be eliminating the book date due cards and pockets, moving the spine label down and placing the barcodes on the outside of material. Davies played a short YouTube video demonstrating self-checkout using RFID. Davies is getting quotes for RFID in our library. The prices have come down considerably. It's looking like we will have the funds this year to make the purchase. The board agreed we need to go ahead and get pricing and bring the information back for approval in August. Preusker suggested looking at Vendor Net for quotes. Barker had a suggestion – don't get a white colored unit. Barker also asked what the staffing needs would be if we had self-checkout. Davies said many times when it gets busy, staff from technical services come out to assist. If they were not needed for backup, they would just continue doing their regular job. Davies is hoping to do more programming and having a flexible staff would be helpful.

Haas and Savaglia had to leave and were excused at 5:30.

Meeting was adjourned at 5:50 p.m. Smet moved, and Barker seconded. Motion passed.

Our next meeting will be on Tuesday, August 22th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative