

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, August 22, 2017 in the Burlington Public Library Meeting Room. Present were Bridget Savaglia, Peter Smet, Lori Haas, Tom Preusker and Jordan Debbink. Excused was Rosemarie Buse, Megan Barker, and 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 4:37 pm.
- Minutes of the July 25, 2017 meeting were approved. Smet moved approval, Haas seconded. Motion passed.
- Smet moved and Haas seconded the motion to approve the August 2017 General Fund Bills, Prepaids, Reimbursements, and General Deposits. Motion passed.
- Debbink moved and Haas seconded the motion to approve the August 2017 Trust Fund Bills and Deposits. Motion passed.
- Public Communication to the Board: There were none at this time.
- Davies reported that Jake Hanson submitted his resignation from the Library Board by Mayor Jeannie Hefty. Davies would like any suggestions of names of people to add to the Board and he will submit the names to the Mayor by the end of the week.

New Business:

- Burlington Public Library Foundation
Davies stated that he, Pat Hoffman and Scott Carson met and formulated a set of By-Laws for the Burlington Library Foundation. Parts were taken from several Foundation By-Laws from other libraries. Attorney Dennis Lynch reviewed the by-laws for the Foundation. Davies reported that there could be up to \$5,000.00 in filing fees of a 501(c)3 organization. Davies was asking for approval of By-Laws and trust funds for filing fees. The board had several questions.
 - a. What will the relationship of the Library Board be to the Library Foundation?
 - b. How does the board exercise its role of oversight of funds appropriated for library purposes in relation to this outside, third-party organization?
 - c. Does the library board even have standing to approve by-laws for this outside organization?
 - d. Is it appropriate or permissible to use trust funds currently under the control of the Library Board to assist with filing for 501(c)3 status for the Library Foundation?
 - e. What if the Foundation board wants to expend funds in a way that the library board doesn't approve of? What if the Library Board makes building plans contingent on Foundation support, but the Foundation doesn't like those plans and chooses to withhold support?
 - f. Are there controls in place over how the Foundation would expend money collected on behalf of the library? Could they give it to other organizations, or only the library?
 - g. What role can the Library Board have in appointing Directors to the Foundation, if any?

There was general agreement that we will need a Foundation in place to do the volume of fundraising that will be needed for a major renovation. However, the Library Board wants to make sure that they are doing due diligence in regards to their financial oversight role. Before moving forward, the Library Board members would like to consult with the City Attorney on these questions. The board will take this up at a future meeting, following proper consultation.

(Smet was excused at 5:30 to attend another meeting.)

- Policy Revision – Meeting Room & Exhibit Space
Changes were discussed and Debbink moved to approve the Policy as presented and Haas seconded the motion. Motion passed.

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

Committee Reports: A joint meeting of the Personnel and Finance committees is scheduled for September 12 at 4:30 to discuss compensation and revisions to personnel policies. The Friends are having a hot dog cookout on September 12th in the park next to the Library.

Federated Library Report: Savaglia had nothing to report at this time. Davies said that there was not anything to report from the last LAC meeting. Funds for IMLS and LSTA had been re-added to the latest federal congressional budget. Some funding models had changed.

Director's Report

- Book Sale – Davies reported that the booksale has been rescheduled for Friday, October 27th and Saturday October 28th. It will be located in the basement meeting room and also the magazine room. After the booksale the meeting room will be for Friends books only. They will need to keep everything in that room.
- Staffing update -- Davies reported that our Circulation Supervisor has left us and has taken a full time job with benefits at Lake Geneva Library as Head of Circulation. We have filled her spot at the circ desk with Julie Peterson. She will be starting soon. John Neu is also leaving us after 4 years as a shelver. He will be leaving at the end of this month. We are replacing him with 2 high school students.
- Board Recruitment -- Davies is looking for any recommendations for new Library Board members. If anyone has any possible candidate, please get their names to Davies by the end of this week and he will submit them to the Mayor.
- Monthly report: the Zinio and Overdrive numbers are up. Overall circulation numbers are down a bit, probably due to the flood.

Trustee Essentials Training: TE#7: The Library Board and the Library Personnel

The Board went through the discussion questions at the end of the chapter. There were discussions for each question.

Meeting was adjourned at 6:02 p.m. Preusker moved, and Haas seconded. Motion passed.

Our next meeting will be on Tuesday, September 26th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative