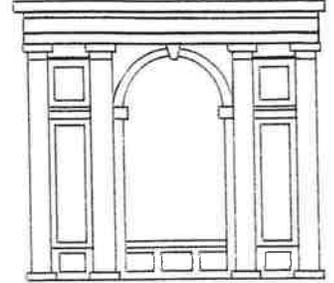


Burlington Public Library

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www.burlingtonlibrary.org



Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, September 26, 2017 in the Burlington Public Library Meeting Room. Present were Bridget Savaglia, Peter Smet, Lori Haas, Tom Preusker, Megan Barker, and Rosemarie Buse. Absent was Jordan Debbink 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 August 22, 2017 meeting were approved. Smet moved approval, Savaglia seconded. Motion passed.
- Smet moved and Barker seconded the motion to approve the September 2017 General Fund Bills, Prepaids, Reimbursements, and General Deposits. Motion passed.
- Smet moved and Barker seconded the motion to approve the September 2017 Trust Fund Bills and Deposits. Motion passed.

Trustee Essentials Training

Review of Trustee Training Week Sessions attended by board members.

Savaglia reported that she attended How to turn a Library Board into an Effective Team. Dr. Amy Klimer was the speaker. She felt this session would be useful for us going forward. The best number of members would be 5 – 12, people whose skills complement each other, with a shared purpose, effective governance. She shared a good retreat activity. Validation of lots of what we already do.

Buse attended the No Policies in Place.

- Talked about ILL system
- Regulations
- Procedures
- Guidelines
- Incentive for training library staff
- Do we have an HR person
- Safe Child
- Mandatory for staff to report child abuse?
- Proctor Program – SAT testing
- We do College online testing proctoring

Debbink and Haas at next meeting.

Committee Reports

- Personnel & Finance Committees met and they will be talked about in the New Business section of the meeting.
- Building & Grounds will be meeting on Wednesday, September 27th at 3:30.

Federated Library Report

- There is a meeting possibly set for Library Trustees, Directors & Legislators on October 16th at 6:00 p.m.
- Trustee Appreciation Dinner is scheduled for Thursday, November 2nd at 5:00 at Hawksview Golf Course. They will have a speaker on Library strategies.
- PLSR Q&A session: Final report to DPI May or June of 2018.

Director's Report

- Update on space renewal project.
 - The magazine racks are up, the paperback racks are emptied and have been put on the new shelving unit where the old magazine shelves were. Moving seating is next on the agenda. If you haven't already, please take a look before you leave today.
- Patron Bans from Library
 - There has been a man, age 20-30, that has been loitering in the bathroom near the story time area on the children's side of the Library. Davies approached him and asked him to come out of the bathroom but he would not. The police were called and they were already aware of him. He was banned from the Library for one day. He came back after that and again was found loitering in the bathroom. Police were called again and he was banned for 3 days. He has been in once since then to charge his phone and he left shortly after that. There has been no contact with him since that time.
- Board Recruiting
 - Davies gave Mayor Hefty two names and she is working on it. We may need to think about changing the Board meeting time if it helps.
- Monthly statistics Report
 - Overdrive usage is up over 20% from last year.
 - Meeting with Lakeshores
 - Kenosha & Arrowhead have a similar program which is Hoopla which has no waits.
 - Overdrive Advantage is a new program with shortened wait lists.
 - The walk-in counts by the door counter
 - Monthly Circ is up

Old Business

- Library Foundation – (handout of conversation with Attorney John Bjelajac)
- Bjelajic can help rewrite Foundation Bylaws on behalf of the Library Board.
- Smet moved and Haas seconded the motion to proceed forward and engage John Bjelajac to assist with this process and have him at another meeting in the near future to answer any questions the Board has. Motion passed.

New Business

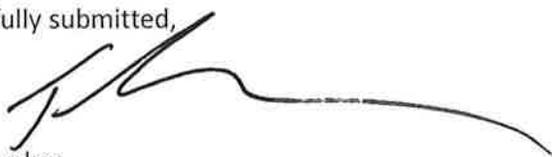
- Discussion of Proposed revisions to Personnel Structure and Compensation
 - September 12th meeting – Library organizational changes and get people in the right place according to their skillset. Paid time off accrual for part-time staff as of the end of July was \$21,000.00.
 - Development of Library pay scale – modeled after City's pay scale.

- Smet moved and Preusker seconded the motion that came out of the committee to adopt the Proposed revisions to the Personnel Structure and Compensation. Motion passed.
- Memo of understanding between Lakeshores and Burlington Library.
 - Preusker moved and Haas seconded motion to accept the adoption of 2018 memorandum of understanding between Lakeshores Library System and Burlington Public Library. Motion passed.
- Adoption of Records Retention Schedule
 - Smet moved and Barker seconded the motion to approve the Records Retention Schedule. Motion passed.

Meeting was adjourned at 5:45 p.m. Preusker moved, and Buse seconded. Motion passed.

Our next meeting will be on Tuesday, October 24th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'T. Preusker', with a long horizontal flourish extending to the right.

Tom Preusker
Aldermanic Representative