

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 24, 2017 in the Burlington Public Library Meeting Room. Present were Bridget Savaglia, Peter Smet, Tom Preusker, and Megan Barker. Absent were Rosemarie Buse, Lori Haas, 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 4:36 pm.
- Minutes of the September 26, 2017 meeting were approved. Preusker moved approval, Smet seconded. Motion passed.
- Smet moved and Barker seconded the motion to approve the October 2017 General Fund Bills, Prepaids, Reimbursements, and General Deposits. Motion passed.
- Smet moved and Barker seconded the motion to approve the October 2017 Trust Fund Bills and Deposits. Motion passed.

Trustee Essentials Training

Trustee Essential #17 will be discussed later in the meeting.

Committee Reports

There is no report at this time.

Federated Library Report

- Trustee Appreciation Dinner is scheduled for Thursday, November 2nd at 5:00 at Hawksview Golf Course. They will have a speaker on Library strategies. Savaglia and Davies are attending and Barker may be attending.
- Davies and Savaglia attended the meeting with Federal and State Legislators on October 16th. Savaglia said that it was a good discussion. There was great conversation and the Legislators left with lots of good library information.

Director's Report

- Overview of WLA Conference Attendance.
 - Davies said that there were really cool sessions. There was one on creative problem solving. There was a lot on managing changes in Libraries. Puccini participated in the session with Author, Linda Lucas. Her

program is all about girls in computer programming. We are buying her books and Jen is doing this program.

- Budget Presentation to Common Council
 - Davies said that he talked about the goals and accomplishments that were achieved. Preusker discussed that the correct way is to balance our Revenue with our expenditures and we are to budget as close to what is needed. If you come in under budget you get penalized. Preusker also said that Pat Romenesko has been the City's Auditor for many years. He also said that the Library Budget was well received by the City Council.
- Monthly statistics Report
 - Overdrive usage is up
 - Zinio count is up
 - The Hotspot usage is down some because we used to have 17 units and now we have 11 units.
 - The walk-in count was up
 - Monthly Circ is up

Old Business

There is no Old Business at this time.

New Business

- Discussion of changing library board meeting time to 6:30 p.m.
 - The Board discussed the possibility of changing the time of the meeting to 6:30. Those in attendance said that the time change would not be a problem for them. This would help with the prospective new Board members. The early meeting time was an issue with previous possible new members. It was suggested that it be put on the November Agenda to start in January 2018 with the 6:30 meeting time.
- Adoption of 2018 Calendar of Library Closing dates and also 2018 Library Board of Trustees Meeting Calendar.
 - Preusker moved for the adoption of the 2018 Library Closing Dates and the 2018 Library Board Meeting dates as presented on the handout. Motion passed.
- Approval of purchase of new Book/AV Drop
 - Davies explained the dual model on the handout that would be a middle of the road model and would work well for the library. It has a cushioned cart that fits inside the unit so there is less damage to materials as they drop in the bin. There are a total of 3 carts that come with the unit. If the unit is damaged or dented they can remove one panel and replace it rather than the whole unit. Smet suggested talking to a stainless steel fabricator that works in the Burlington Industrial Park, he may be able to make the unit cheaper. They talked about the locking mechanism being the most difficult part of the book drop. There quite often freezes because of the weather. Also the book drop chute also is difficult so water does not get inside the unit. Davies will talk to the person and see if it can be done. Smet moved to not exceed \$9,500.00 for a book drop box and also check out the local fabricator. Preusker seconded the motion and the motion passed.

Trustee Essentials Training #17 – Membership in the Library System

We get a lot of good stuff from our system
Library systems – how they got created
Cooperation vs. competition

Other states – some have to pay lots of money for a library card
Delivery – share books – benefit for the patrons
Burlington gets City funding – more than other communities

Meeting was adjourned at 5:25 p.m. Preusker moved, and Barker seconded. Motion passed.

Our next meeting will be on Tuesday, November 28th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative