

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, November 28, 2017 in the Burlington Public Library Meeting Room. Present were Bridget Savaglia, Peter Smet, Tom Preusker, Rosemarie Buse, Lori Haas, Jordan Debbink, and Megan Barker. Present were new Student Representatives, Breanna (Nikki) Eterno, and Zoe Wheeler-Rigazzi. Also present were Director, Joe Davies, Administrative Assistant, Linda Berndt, and Automation System Administrator, Tammy McCarthy.

- Savaglia called the meeting to order at 4:32 pm.
- Minutes of the October 24, 2017 meeting were approved. Smet moved approval, Haas seconded. Motion passed.
- Smet moved and Preusker seconded the motion to approve the November 2017 General Fund Bills, Prepaids, Reimbursements, and General Deposits. Motion passed.
- Preusker moved and Smet seconded the motion to approve the November 2017 Trust Fund Bills and Deposits. Motion passed.

Committee Reports -There is no report at this time.

Federated Library Report - There was no report at this time.

Director's Report

- Update on board membership and recruitment
 - Davies said that Ellen Blair has resigned her position on the Board, and Jake Hanson's replacement is waiting to be appointed by the Mayor.
- Update on Foundation planning work
 - Davies said that he has spoken Attorney John Bjelajac, and that he will hopefully have something to present to the Board at the December meeting.
- Monthly statistics Report
 - Overdrive usage is up
 - Monthly Circ is up 7%
 - There was discussion on the possibility of have a booksale more than once a year. Maybe it could be twice a year.

Old Business

Discussion of changing library board meeting time to 6:30 p.m.

It was suggested moving the board meeting time to 6:30 p.m. This would make it easier to find people interested in being a member of the board if the meeting time was in the evening.

It was discussed that the best time and date would be 6:30 p.m. on the 4th Tuesday of the month. Preusker moved and Smet seconded the motion to change the Bylaws to reflect that the Library Board meeting should be changed to 6:30 on the 4th Tuesday of the month starting in January 2018 and running for a 4 to 6 month trial. And if that is not working well then it may be changed to 5:30. Motion passed.

New Business

- Discussion and approval of revisions to Collection Development & Maintenance Policy
 - Davies informed the board of the change in the maintaining of the collection part of the policy. The most recent edition of CREW: a Weeding Manual for Modern Libraries may be consulted to guide deselection decisions. But final responsibility rests with the Library Director (or her/his designee). The other small change to the Policy would be adding the consortial borrowing to the Interlibrary loaning of materials. Smet moved and Haas seconded the motion to approve the Collection Development and Maintenance Policy as presented with the changes. Motion passed.
- Approval of RFID tagging equipment purchase
 - Davies reported that he got quotes for the RFID tagging project. The tags, antenna readers, & software from Bibliotheca were the cheapest by several thousand dollars. Tagging our current 74,000 items will take several months. In the meantime, we can plan to go out to bid for self check, security, and automation equipment likely in late 2018 for a 2019 purchase.

The board asked how many other libraries are already using RFID. Kenosha, Racine, Elkhorn, done. Lake Geneva just did it, Waterford is talking about it. From the new consortium members, Janesville, Milton, and Beloit.

Smet moved and Barker seconded the motion to approve the RFID project going with Bibliotheca in an amount not to exceed \$11,800. Motion passed.

- Approval of story time room conversion plans
 - The current story time room would become the staff workroom for 4 staff.
The existing staff workroom would become a meeting room.
We would be changing the can lights to fluorescent lighting.
Adding electrical outlets, network and phone jacks.
Replacing carpeting to match that in use elsewhere on the first floor.
The story time room is too small for the story time group
 - Redo the current staff workroom
Take down the shelves and patch the walls and paint
 - Barker moved and Haas seconded the motion to approve the expenditures for the story time room conversion. Motion passed.

- Discussion of library director compensation for 2018.
 - Preusker moved to adjourn into closed session, Debbink seconded the motion. Polled the members Buse, Debbink, Haas, Barker, Smet, Preusker and Savaglia. Aye vote to go into closed session at 5:29 p.m.
 - Smet moved and Debbink seconded the motion to move out of closed session at 5:39 p.m. Buse, ebbink, Haas, Barker, Smet, Preusker, Savaglia. Aye vote to move out of closed session at 5:39.p.m.
 - Smet moved and Debbink seconded the motion as of January 1, 2018 the Director's salary to the (Grade N) minimum in the Carlson Dettman Compensation Survey.

Meeting was adjourned at 5:46 p.m. Preusker moved, and Buse seconded. Motion passed.

Our next meeting will be on Tuesday, December 19th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

Megan Barker
Secretary