

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, January 23, 2018 in the Burlington Public Library Staff Room.

Present: Savaglia, Smet, Barker,
Haas, Preusker, Debbink, Bahr,
Breanna Eterno (student)

Absent: Buse, Wheeler-Rigazzi
(student)

Also present: Davies, McCarthy

- Savaglia called the meeting to order at 6:35 pm.
- Minutes of the November 28, 2017 and December 19, 2017 meetings were approved. Preusker moved approval, Barker seconded. Motion passed.
- Preusker moved and Haas seconded the motion to approve the December 2017 General Fund Bills, Prepaids, Reimbursements, November General Deposits, November Trust Fund Deposits, December Trust Fund Bills, Late December General Fund Bills, Late December Prepaids and Reimbursements, December Trust Fund Deposits, December General Fund Deposits, January General Fund Bills, Prepaids and Reimbursements and January Trust Fund Bills. Motion passed.

Bahr requested Quarterly Budget report to see where balances are throughout the year.

There were no Committee Reports at this time.

Federated Library Report – Savaglia reported discussion by the LLS board about Foxconn coming to Racine County, surrounding communities may see an increase in home building. Also discussed was the January 11 Arrowhead Library System (ALS) joining the SHARE Consortium. Van delivery (items coming to and from other libraries) had a backlog for several days. With ALS joining the system, a new hub was found in Elkhorn at VIP services where staff with disabilities are able to sort bins. The benefit of having many more materials available to our library users was discussed.

Bahr asked how we communicate with library users. We mainly use Facebook and a monthly newsletter utilizing Mail Chimp announcing Children's and Adult programming. Discussion on how we can use patron email addresses was discussed, Davies will investigate email rules for next month.

Director's Report

- Update on Conversion of Storytime Room to Staff Workspace
- Since the Library Board meeting was held in the old Storytime room, board members were able to see the progress made. The staff will be moving into the space later this week. Much of the old furniture

will be recycled or repurposed in other spaces. The old Technical Services room will become another much needed Meeting Room. Burlington will be hosting a Memory Café program in early spring or summer. We would not be able to host this program downstairs. We have plenty of tables and chairs for both spaces.

- Update on catalog merger with Arrowhead Library System was during the Federated Library Report.
- Fine-Free Children's Materials at neighboring libraries.
 - Racine, Kenosha and Lake Geneva have gone fine free with children's materials only. Barker commented on conversations she has had with other parents, fines often alter their library use, going fine free would increase their library borrowing. Discussion on how much revenue would be lost followed. Davies will gather fine revenue history for Adult, Children's and Young Adult materials for discussion at the next meeting.

Barker suggested adding verbiage to overdue notices letting users know they could get notified about upcoming due dates via email or text message.

Discussion about postage costs for mailing overdue and bill notices was discussed. Davies will bring back information to the next meeting.

- Overview of NEA Big Read
 - This year's Big Read title is Station Eleven. UW-Parkside provides much of the promotion for the event, NEA sponsors the Big Read. On February 13 Burlington will host a discussion on the title. February 15 the author will talk at UW-Parkside. Books are available at the Reference desk for anyone interested.
- Monthly Statistics
 - Davies discussed the spreadsheet of activities, programs, library visits, borrowing statistics and more for 2017. The purpose of the change in format was to show all the ways library staff serve the public, not only do we check out books, magazines and DVDs, library staff assist many patrons with smart phones, tablets and laptops showing them how to download e-Books, audiobooks, opening, saving and printing documents, hosting informative and entertaining programs and much more. Davies will highlight trends in the coming year.

Old Business

Davies recapped the progress made on Library Foundation. A meeting with attorney John Bjelajac had to be cancelled. Davies is hopeful he will have information next month.

New Business

- Discussion and approval of revisions to Personnel Policy
- The library board discussed the paid Holiday dates and requested the format used to list the dates be changed. Also discussed was Section D, Grievances. The board requested that section be removed. Davies reported part- time staff earn holiday pay if they are scheduled to work on that day. Davies will make the requested changes to the policy. Smet moved, Debbink seconded the motion to approve the Personnel Policy once the Holiday format and Section D – Grievance's is removed.

Meeting was adjourned at 7:55 p.m. Our next meeting will be on Tuesday, February 27 at 6:30 p.m. in the Library meeting room at the Burlington Public Library.

Respectfully submitted,

Megan Barker
Secretary