

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, February 27, 2018 in the Burlington Public Library Staff Room.

Present: Savaglia, Smet, Barker, Preusker, Bahr, Breanna Eterno (student), Wheeler-Rigazzi (student) Absent: Buse, Debbink, Haas Also present: Davies, McCarthy

- Savaglia called the meeting to order at 6:33 pm.
- Minutes of the January 23, 2018 meeting were approved. Preusker moved approval, Barker seconded. Motion passed.
- Smet moved and Preusker seconded the motion to approve the February General Fund Bills, Prepaids, Reimbursements, and February Trust Fund Bills, January General Deposits, January Trust Fund Deposits, Motion passed.

Bahr asked if we posted a wish list on our website or in the library. A discussion on various ways to promote donations followed. Davies stated there was a link to Amazon for a few items on our wish list.

A discussion about how Friends of the Library money is spent, how much is in their fund right now and whether the current Friends money would be moved to the Foundation, once established. Davies felt the Friends would be keeping the money raised through Culvers, the annual book sale and other activities separate from the Foundation.

At the Lakeshores Library System Annual Trustee Appreciation Dinner in October, Library Solutions spoke on the topic of Library Foundations. The speaker suggested keeping Foundation Donors engaged on a regular basis. Eighty to ninety percent of funding should come from quiet donations (million dollar donations), and the other twenty percent from the general public. Discussion of forming the Library Foundation followed.

Trustee Essentials Training – Accessible Services was the topic for the February meeting. Bahr asked if our website was ADA compliant. Davies said it was compliant.

There were no Committee Reports at this time.

There was no Federated Library Report at this time.

The automated deduplication process to combine like items into one record was completed. There are still many media items that were not merged. More work is needed to get like items on the same record to avoid holds coming from outside our Library or the Lakeshores System when we already own the material.

Director's Report

- A Quarterly Financial Report will be available at the April Library Board Meeting.
- Davies attended Library Legislative Day in Madison and met with Van Wanguard and Robin Vos to discuss library topics. Davies sent thank you notes to those he met with.
- Davies goal for 2018 is to increase programs each month. Preusker suggested partnering with the Senior Center, the Wellness Center and Community Ed at Karcher.
- RFID tagging of library material has begun. We have had many students volunteering lately and it is going very well.

There was no Old Business

Davies was not able to obtain accurate numbers to present to the board on Children's materials being fine free. Davies will have the information ready for the next Library Board meeting.

New Business

The Department of Public Instruction Annual report was reviewed and discussed. Davies requested a vote on approving the DPI annual report. Smet made the motion, Barker seconded. Motion approved.

Approval of revisions to the Internet Access Policy. Davies updated the policy and removed some information that was out of date. Access to the Library WiFi no longer requires a password and we have Filtered Internet. Smet asked what we filter, Davies replied at this time we only filter for pornography. Discussion on filtering access to other objectionable or illegal sites was discussed. Motion to approve the changes was made by Preusker, seconded by Bahr. Motion passed.

Approval of Food for Fines during National Library Week. Davies said in the past the staff hands out surveys asking the public how they use the library and if they have any suggestions. These surveys are used to draw a winner each day. Prizes include \$10 Chamber gift certificates, or for children, a few new books. This year we would like to promote Food for Fines. We will promote Food for Fines on our Facebook page and in our monthly newsletter. Smet moved approval, Barker seconded. Motion passed.

Members of the Library Board want to have a discussion at the March meeting about making copies for the meeting each month. How can we save on paper?

Motion to adjourn the meeting was made by Preusker, Bahr seconded, meeting adjourned at 8:00 p.m. Our next meeting will be on Tuesday, March 27 at 6:30 p.m. in the Library meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative