



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, April 24, 2018 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

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

- Savaglia called the meeting to order at 6:35 pm.
- Minutes of the February 23, 2018 and March 27 meeting were approved. Preusker moved approval, Bahr seconded. Motion passed.
- Preusker moved and Smet seconded the motion to approve the February and March General Fund Bills, Prepaids, Reimbursements, General Fund Deposits, and February and March Trust Fund Bills and Trust Fund Deposits. Motion passed.

Davies sent out an updated version of the DPI Public Library Standards to all Library Board Members. He stated we would be going through the standards to see what tier we are at. Tier 3 is our goal or benchmark. We may have some ADA compliance issues to address. Smet stated while standards are important, patron satisfaction must be considered as well. We want to fill the needs of our community members. Preusker asked if there was any way to get customer satisfaction surveys on wants or suggestions from the community either electronically or on paper. Davies noted we are working on gathering email addresses from patrons during registration but some people are hesitant to share that information. Discussion on creating a paper survey to start with, then move to electronic format with better formulated questions followed. Davies will look into how others are successfully sending out surveys and find samples to bring back for discussion.

Bahr inquired if we had a suggestion box set up yet. Davies said he wanted to re-work the form and would get the box ordered soon.

There were no Committee Reports at this time.

Federated Library Report

- De-duplication of Catalog Records – A deduplication app was introduced to the Share cataloging group for staff to visually compare possible duplicate records to decide if they should be merged. Starting with around 140,000 possible items, 15,000 have been reviewed, 13,000 merged, 2,000 found they did not match. Approximately 1,000 items are being reviewed each week.

- Davies volunteered to participate in a PLSR Core Collaboration Committee (he is one of 10). The volunteer committee will help the PLSR Steering Committee make recommendations. Davies expects to be attending 3 meetings throughout the state this Summer.

Director's Report

- The monthly statistics show that Electronic Downloads are staying the same, RFID tagging is going well with the help of volunteers. Bahr asked if Gale Online Course statistics were available. McCarthy said those statistics are available and will be added to the monthly report. Davies hopes to get numbers from DPI comparing our library to other libraries our size soon.
- Davies made a visit to the Milton Public Library to see their newly renovated building and was very impressed with the updates. Milton Library had very nice children's spaces that were flexible/moveable to accommodate for different size programs. They spent around \$3 million. FEH was the Architect and Sweeny Group from Madison helped with the fundraising.
- The General Fund Quarterly report was reviewed.
- During National Library week the Food for Fines went well, \$256 in overdue fines were waived. The decision to hold Food for Fines missed the deadline for the City Newsletter this year. Davies will be sure the event is added to the City Newsletter next year.
- Staffing Update – Dave Stowell retired as our custodian after 12 years. The staff held a small luncheon to celebrate his retirement. For now, the Library is contracting with Done Rite Janitorial Service for three days per week. We can still hire someone to replace Dave Stowell if we decide that our needs are not being met.

Old Business

- Fine-Free Children's Materials - Davies discussed the handout reporting revenue from overdue fines for children, teens and adults for 2017. Preusker asked if children's items would still be billed as lost or damaged. Davies noted fine free does not mean children would not be billed for lost or damaged items, only overdue fines would be waived. At this time Kenosha and Lake Geneva are fine free for children's materials, Racine has been fine free for children's material for the last year and have just gone fine free for all material. Smet made a motion to go fine free for children's material. Chaffee asked if we could also include teens and amended the motion to go fine free for children's and teen's material. Davies requested he be given the authority about when this change would happen. Work on setting up new rules would take some time and he hoped it would happen soon. Motion passed.
- Internet Filtering Options – Preusker made a motion to put off internet filtering discussion to May. Smet seconded. Topic was tabled for the May meeting.

New Business

- Pool Fundraiser Auction – Davies showed a basket with books about beaches or pool reads to donate to the Pool Fundraiser. Someone suggested adding a Book Sale gift certificate or a beach towel. All board members thought the basket would be a good addition for the auction.
- Library staff will explore the idea of doing story times during 15 minute pool break times or having an information table available at the pool to promote library programs or do demos on Overdrive E-books or Audio books.
- Adjourn into closed session – given the late hour, the board moved to discuss the Library Director Performance evaluation at the May meeting. For now, the form in the manual will be used and will be sent to the full board.
- May is the organizational meeting.

Motion to adjourn the meeting was made by Smet, Preusker seconded, meeting adjourned at 8:50 p.m. Our next meeting will be on Tuesday, May 22 at 6:30 p.m. in the Downstairs meeting room at the Burlington Public Library.

Respectfully submitted,

Megan Barker
Secretary