



# Burlington Public Library

166 East Jefferson Street, Burlington, Wisconsin 53105

Phone: 262-342-1130 Fax: 262-342-1198

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[www.burlingtonlibrary.org](http://www.burlingtonlibrary.org)



## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, June 26, 2018 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Barker, Bahr,  
Savaglia, Preusker, Chaffee,

Absent: Buse

Also present: Davies, McCarthy

- Savaglia called the meeting to order at 6:32 pm.
- Public Communication to the Board - None
- Minutes of the May 28, 2018 meeting, Smet moved approval, Preusker seconded. Motion passed.
- Preusker moved and Smet seconded the motion to approve the June General Fund Expenses of \$16,179.64, and June Trust Fund bills of \$3,255.40 and General Fund Deposits of \$1,518.98. Motion passed. Davies was requested to highlight the top three (non-personnel, non-collection) purchases each month.

### Trustee Essentials Training: Public Library System Models

Davies sent out two summaries from the PLSR workgroups, Model X and Model Y. Model X is basically leave as is, Model Y would force systems to condense down into 6 or 8 systems. Model Y would be better able to utilize recommendations from the workgroups. PLSR is eager for citizen comments ([plsr.info](http://plsr.info)). The needs of libraries is so varied because of size. Davies summarized the process and possible outcomes. There will be a summit at the end of August. Hopefully there will be consensus and the recommended changes will be sent to DPI. Any changes would need Chapter 43 revisions by the legislature.

A link to upcoming Trustee Training Week August 13 – 17 will be sent out. Davies asked board members to review the topics and if possible, take part in the online training. After a short discussion on how we will share the information, it was decided everyone could take notes and bring back ideas you think would be useful. Davies will send the link.

### Committee Reports – Committee Appointments

Davies and other committee chairs discussed the duties, and timelines of the committees.

Personnel Committee – Savaglia chair, Smet, Barker and Preusker

Finance Committee – Smet chair, Chaffee, Bahr and Preusker

Building & Grounds Committee – Barker chair, Buse, Bahr and next new appointed board member.

Federated Library Report – Savaglia was unable to attend.

### Director's Report

- The monthly statistics showed much of the same as compared to April.

- The link to a new resource Lynda.com is now on our website. Lynda.com is different than Gale Online Courses, which does not follow a rigid timeline to complete, all lessons are available once you start and you can learn at your own pace instead of waiting a week for the next lesson to be posted. Lynda.com has a wider selection of business and technology training that would be applicable with a workforce.
- The Adult Summer Reading Program has 60% more patrons signed up this than last year. June Dairy Days, held in the park with animals to pet, face painting and delicious ice cream was attended by about 600 people. Zumba was held in the parking lot with many kids and adults participating and was a big hit. A Unicorn party was the third big event with 300-400 attendees. There were over 300 likes on Facebook.
- The Book Sale will be July 19 – 21. The tent will go up on Monday and volunteers will begin filling it on Tuesday and Wednesday. Books will also be available for sale in the basement meeting room and in the Friends sorting room.
- Friends Cookout will be September 18 at 5 p.m. in the park. Last year the Friends and Library Board members attended, this year the Friends want to invite staff members.

#### **Unfinished Business - None**

#### **New Business**

- Patron Issue – Library staff have been struggling to serve a patron with several physical limitations. Davies met with an ADA Attorney and the City Administrator regarding our responsibilities and possible liability if an accident occurs. The Attorney advised that ADA does not require us to provide personal physical mobility assistance to patrons and that doing so may open us up to liability concerns. This patron should be treated like any other person with regards to Code of Conduct. Several strategies were discussed, which Davies will pursue.
- Davies wanted to get a sense from the Library Board of how soon to begin Strategic Planning activities. Davies spoke with a handful of libraries about their process and costs. Getting a consultant to help us with our future planning may cost between \$10,000 and \$20,000. After discussion, it was decided to try to budget for next year. The Library Board will need to do some preliminary work beforehand. Smet suggested we interview several consultants this fall to get a sense of what services they offer and how much they would cost. Davies should also talk with other librarians who have recently completed a Strategic Plan to find out what they might change, what was most valuable and was the plan easy to execute.
- Library Code of Conduct – Davies shared copies of the current policy and the changes discussed at the May meeting. Smet suggested a change regarding odor to: wearing/carrying/possessing items. Preusker made a motion to approve the change, Bahr seconded. Motion carried.

Motion to adjourn the meeting was made by Smet, seconded by Preusker meeting adjourned at 8:27 p.m. Our next meeting will be on Tuesday, July 24 at 6:30 p.m. in the upstairs meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker  
Aldermanic Representative