



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, September 25, 2018 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

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

Absent: Buse

Also present: Davies, McCarthy,
Emily Kornak and Samantha Vogel

- Savaglia called the meeting to order at 6:34 pm.
- All members present introduced themselves to our guests, Emily Kornak and Samantha Vogel
- Public Communication to the Board - None
- Minutes of the August 28, 2018 meeting, Barker moved approval, Bahr seconded. Motion passed.
- Preusker moved and Chaffee seconded the motion to approve the September General Fund Expenses of \$11,648.12, and September Trust Fund bills of \$36.86 and the August General Fund Deposits of \$1,358.29. Motion passed.

Trustee Essentials Training:

Guest Emily Kornak, Director of the Lake Geneva Public Library was invited to share her experience and process of creating a Strategic Plan. A committee of 7 Library Board members was formed. UW Whitewater was hired for the first phase of the study for Data Collection. Sara Armstrong, a Library Consultant was hired to facilitate the second phase of the study. Others interviewed in the process were the Mayor and City Administrator of Lake Geneva. In hindsight, Kornak wished she had involved library staff and other engaged community members at the beginning of the process instead of the end. Kornak said she would have hired Sara Armstrong to facilitate the entire study, including the Data Collection had she known the poor outcome of the UW results. The Strategic Plan outcome was very general and Kornak felt all library staff could work easily with the goals that were set. The focus of the plan was on updating or re-arranging the current building to meet the libraries current needs and increasing the programming with new ideas. They have had art, crafts and food programs that have been very successful along with a new digital sign outside highlighting upcoming programs. The UW study costed approximately \$9,000 and Sara Armstrong costed approximately \$7,000 and took about one year to complete. Kornak and the Lake Geneva Library Board want to do a patron survey with the help of Sara Armstrong next year and keep updating the Strategic Plan using input from the community and staff.

Committee Reports:

The Personnel Committee met a few weeks ago and discussed the Technical Services staff aide hours. Over the last year we stopped getting book pockets and instead had our book vendor do more of the processing for little cost, making less work for the tech team. We have had small projects for the aides to work on, however those projects are being completed. It was decided that each of the two aides' hours would be cut by 8 hours per week beginning with the October 8 pay period.

Federated Library Report:

The Trustee Appreciation Dinner will be held at Hawk's View on Thursday, November 1 at 5pm. Invitations will be sent out soon. The speaker this year will be Melissa Mclimans, a consultant for WILS.

Director's report:

Monthly report: Highlights include ramping up programming and attendance. Guard commented on the continuing Calligraphy Program with tables for attendees added each month and the room was full for the Meditation Program. Barker inquired about the volunteer increase. Davies reported we have had more volunteers helping with RFID tagging, washing books and preparing books for withdrawal. We continue to look for tasks that volunteers can do.

Partnership with The Gathering artists' group. Monthly displays will be hung in the new meeting room highlighting artists' work and the artwork will be a nice addition to the room.

The Friends of the Library met and approved a funding request of \$4,000 to purchase shelf end display shelves and new signage. We will be purchasing Envisionware, library software for self-check which will be set up across from the circulation desk. Barker requested Davies send contact information for the Friends group to thank them for their work and contribution.

Unfinished Business:

Davies is working on Specs for a new TV for the main floor meeting room, as an amendment to an earlier grant application by the Burlington Community Foundation. BCF had been skeptical about a funding request that relied on a ceiling-mounted projector, but they said that they would look favorably on a funding request for a large television to accommodate the space.

Davies had to reschedule two potential meetings with the City Attorney regarding changes to the Foundation Articles of Incorporation document, discussed at the August Library Board Meeting. Davies hopes to have an update at the October meeting.

Davies requested Library Board members review the documents he sent out regarding our Mission Statement, 1993 and 2006 Strategic Plans, Municipal Study Questionnaire, Proposed Space Program, Existing Library Site Layout, Library Building Plumbing, Electric and HVAC study, site plan for current Library location, Cost estimates for Library Building updates, Strategic Plans for Lake Geneva, Mukwonago and Kenosha, 2016-2019 City of Burlington Strategic Plan and 2016 Downtown Burlington Strategic Plan.

Bahr shared several resources about Library Funding. A book titled "Winning Elections and Influencing Politicians for Library Funding" by Patrick Sweeney and John Chrastka, and "Campaign Boot Camp 2.0" by Christine Pelosi.

New Business

The Library Board discussed costs associated with a Strategic Plan and requested Davies to get Request for Proposal from Library Consultants, hopefully for the October meeting.

During discussion of the 2019 Budget Request to the City, Preusker asked board members for reasons or ideas why the city should increase the library budget. Reasons cited were creating a Strategic Plan, forming a Foundation, changes in pay structure to align with the city policy, and increased programming. The cost

associated with a Strategic Plan are estimated at \$10,000 to \$15,000. Davies will be meeting with City Hall staff to discuss an increase for 2019.

Unique Management Services is a material recovery service specializing in libraries. Davies asked board members to consider using this service. UMS provides a combination of written communications and telephone calls that are specialized to nudge patrons to return library materials. Each patron we send to UMS would cost \$8.95 with a minimum amount billed each month of \$50.

Davies said there were about 130 patrons with lost items beginning in 2016 at a loss to the library of over \$10,000. Discussion about loss of use, patron perception of using this type of collection service and how much would actually be collected or returned followed. The Board agreed to try the service for six months then re-evaluate. The Materials Circulation Policy was reviewed and wording added included the possibility of patrons being sent to a collection agency, with the cost of this referral being added to the patron account. Preusker motioned approval, Chaffee seconded, motion passed.

Motion to adjourn the meeting was made by Preusker, seconded by Smet meeting adjourned at 8:23 p.m. Our next meeting will be on Tuesday, October 23 at 6:30 p.m. in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative