

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, November 27, 2018 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Bahr,
Savaglia, Guard, Musgrave

Absent: Buse, Barker,
Preusker, Chaffee

Also present: Davies, McCarthy,
Student Rep Kaitlyn Frohmader

- Savaglia called the meeting to order at 6:39 pm.
- All members present introduced themselves to new Board member Susan Musgrave and Student Rep Kaitlyn Frohmader.
- Public Communication to the Board - None
- Minutes of the September 25, 2018 and the October 23, 2018 meeting, Smet moved approval, Bahr seconded. Motion passed.
- Smet moved and Guard seconded the motion to approve the October General Fund Expenses of \$18,086.59, November General Fund Expenses of \$14,646.18 and October Trust Fund bills of \$1,524.66, November Trust Fund bills of \$173.84 and the September General Fund Deposits of \$1,065.91 and October General Fund Deposits of \$1,562.14. Motion passed.

Trustee Essentials Training:

Davies sent out Trustee Orientation and Continuing Education discussing the importance of new trustee orientation, why continuing education is essential for all trustees and opportunities for continuing education even for busy trustees.

Committee Reports:

The Personnel Committee was not able to meet in November and will schedule a meeting in December. Savaglia briefed board members on how the Director review is completed. The Personnel Committee will meet in December to discuss goals for the Director in 2019. Doing the review in December will line up the City cycle. As part of next year's review, the Personnel Committee will work on a process to get comments from the staff.

Federated Library Report:

Trustee Appreciation Dinner report – Davies sent out slides from the speaker about the Value of Data Driven Analysis for Libraries and summarized examples of how the data could be used.

Blue Cloud Analytics Training – Davies and McCarthy attended the training and hope to begin using the software soon.

Director's Report:

Monthly Statistics Report – Visits are up, circulation is down and social media members are growing.

3rd Quarter Financial Summary was reviewed. The city approved a budget increase for the Library of 3% for 2019. This increase should cover most of the funds needed for creating a Strategic Plan.

Artwork from the Gathering – new artwork has been added to the walls and will be changing monthly.

Floating Collections – Davies explained how approximately half of the Lakeshores Libraries have joined the Floating Collection group to have Audio Books and Large Print items “Float” to other libraries to expand their collections. Davies hopes they will be adding MP3 Playaways in the future.

Unfinished Business:

Davies is finishing up Specs for a new TV for the main floor meeting room.

Davies has been in contact with the City Attorney exchanging emails regarding changes to the Foundation Articles of Incorporation document, discussed at the August Library Board Meeting.

The new self-checkout station pieces are coming together, hardware was recently received, software on the computer was updated and the proprietary software is scheduled to be installed in mid-December. Once the staff have training and time to test, the self-check unit will be installed across from the circulation desk, easily accessible to both circulation and reference staff to assist patrons.

New Business

Review of Confidentiality of Library Records Policy – after a short discussion no changes were recommended. Adopt Schedule of Library Board Meetings for 2019 – Smet motioned approval, Bahr seconded. Motion passed. Adopt Holiday Closing Schedule for 2019 - Smet motioned approval, Savaglia seconded. Motion passed.

Adopt Library Pay Scale for 2019 – a 1.91% cost of living increase and a step increase was approved for city employees for 2019.

Adopt Memorandum of Understanding with Lakeshores Library System for Reimbursement Funding for 2019 – This is funding for serving patrons in surrounding counties who don't have a library. Smet motioned approval, Musgrave seconded. Motion passed.

Motion to adjourn the meeting was made by Bahr, seconded by Guard, meeting adjourned at 7:37 pm. Our next meeting will be on Tuesday, December 18 at 6:30 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative