

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, December 18, 2018 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Bahr, Barker
Savaglia, Guard, Musgrave

Absent: Buse,
Preusker, Chaffee

Also present: Davies, McCarthy,
Student Rep Kaitlyn Frohmader

- Savaglia called the meeting to order at 6:34 pm.
- Public Communication to the Board - None
- Minutes of the November 27, 2018 meeting, Musgrave moved approval, Bahr seconded. Motion passed.
- Smet moved and Guard seconded the motion to approve the December General Fund Expenses of \$8,301.02, December Trust Fund bills of \$550.07, the November General Fund Deposits of \$1,777.81. Motion passed.

Committee Reports:

The Personnel Committee met regarding Director Evaluation, which will be presented later tonight in closed session.

Federated Library Report:

PLSR Final Report to DPI – Davies shared by email to the Library Board and encouraged everyone to read the Executive Summary. There was strong support (85%-90%) for the majority of recommendations.

Flipster as replacement for RB Digital Magazines – The Lakeshores Directors voted to discontinue RB Digital for next year. There was a change in apps three times which confused patrons and interest dropped. Discussion regarding Flipster is ongoing for 2019.

Total Savings on Receipts – Check-out receipts now show the value of materials patrons checkout. At the end of the receipt it gives a total cost of all items checked out.

Director's Report:

Monthly Statistics Report – A short discussion on what One-on-one/Reserve-A-Librarian sessions was. Davies explained patrons can come in for Tech help on their devices for things such as how to download eBooks, use or set-up an email account and other similar questions.

Disc Repair Service – Patrons with CDs or DVDs wanting to resurface them can drop them off at the desk. Friends of the Library purchased a Disc cleaning machine last year. Cost to clean one disc will be .30 cents.

Celebrate Libraries interview – The company does interviews with Libraries to advocate and promote library services, and interviewed Davies recently. The company creates podcasts and videos for informational and promotional purposes, funded by donations from local businesses.

Friends of the Library: ending monthly raffle – The Friends Group decided to end the monthly raffle due to costs to run the program. The licensing requires special tickets be made plus the signage. Reviewing the expenses and ticket sales, it made sense to discontinue the program.

Demonstration of Self-Check Station – McCarthy demonstrated the process of checking out, reviewing current checkouts and holds and printing or sending an email receipt.

Interpreter Services with SWITS – Southwestern Interpretation and Translation Service is a Delavan based company available to help libraries or businesses in need of interpretation services for patrons with disabilities such as blindness, deafness or other languages, to communicate with library staff on their behalf. The company also does translation of documents. There is a cost per minute of \$3.95 over the phone, or \$4.95 by video.

Unfinished Business: none

New Business

Review and adopt Service Animal Policy – Library staff asked for guidance on patrons bringing animals into the library. Davies checked with other city departments and created guidelines for staff to follow. After some discussion, the Board felt the document should be a procedure and not a policy.

Review Draft of RFP for Library Strategic Planning – Davies presented a Draft RFP for Strategic Planning he created after talking to other city departments and library directors. Once the request is sent out, Davies would hope to have a proposal in 4 to 6 weeks. We will receive varied responses from consultants. Barker recommended separating the steps so if the Library Board wanted to complete a step they would have that option. Areas of study would be to examine the community, survey citizens asking what the community needs, demographics – statistics, and finally turn the results into a plan. Smet moved to approve the RFP, Barker seconded. Motion passed.

A roll call was completed with all present voting yes to go into closed session at 7:30 pm to discuss the Director Evaluation. Davies, McCarthy and Frohmader exited the room.

The Board came out of closed session at 7:47 pm with a motion by Smet, seconded by Barker. Motion passed. The Board voted to accept the performance review for Davies as presented by the personnel committee and provide the next step increase for 2019. Smet moved motion to approve, seconded by Bahr. Motion passed.

Motion to adjourn the meeting was made by Smet, seconded by Barker, meeting adjourned at 7:51 pm. Our next meeting will be on Tuesday, January 22 at 6:30 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative