

# Burlington Public Library

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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, February 26, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Bahr, Barker Chaffee

Savaglia, Guard, Musgrave Absent: Buse, Preusker

Also present: Davies, McCarthy,

Student Rep Kaitlyn Frohmader

- Savaglia called the meeting to order at 6:35 pm.
- Public Communication to the Board – Sue Uebele has been appointed to the Lakeshores Library Board and will be representing our area.
- Trustee Training – was moved to the March meeting.
- Minutes of the December 18, 2018 meeting, Bahr moved approval, Chaffee seconded. Motion passed.
- Smet moved and Chaffee seconded the motion to approve the Late December 2018 Prepaids of \$13,727.06, January Prepaids, Reimbursements and General Fund Expenses of \$12,631.13, February Prepaids, Reimbursements and General Fund Expenses of \$29,952.31 and January and February Trust Fund Bills of \$2,546.63. Motion passed.

### Committee Reports: None

### Federated Library Report:

Canva Premium Accounts for Lakeshores member libraries – The Lakeshores libraries purchased a one year on-line subscription for all libraries to share posters and images. Canva is an easy to use graphic design tool. Each LLS member library gets a login, and the subscription was funded out of the 2018 Marketing & PR budget. The subscription has many templates to start flyers or posters and is very easy to create professional looking documents.

SHARE Development Task Force – The task force was formed in January and includes representatives from all SHARE library counties. At this time the Task Force is looking for ways to assist small libraries with RFID tagging.

Flipster Digital Magazines – The Share system recently began their new subscription to Flipster and are finding access much less cumbersome than the old vendor. We were able to retain most of the previous titles, except exclusive titles which were substituted with similarly titled choices.

Bahr inquired about placing posters out in the community. Davies said he would look into placing posters with topics that would stay relevant such as Flipster and Overdrive but we would not have the manpower to place our numerous monthly programs in the community because we would need to go back to take them down.

## **Director's Report:**

Monthly Statistics Report – Davies reported an increase in adult programs (81%) and attendance (93%) for 2018. Patrons are commenting on the many new programs and various topics of interest. The Monday Movie program has been very successful and will now have two showings.

Celebrate Libraries Interview – Podcast recording was edited, but they had to reschedule the photo shoot for creating a video. Davies indicated that he would follow up with them to determine how their fundraising efforts had gone and to reschedule the photo shoot.

Community Fund – Bahr asked if there was anything new to report. Davies was looking for a TV and speakers for the meeting room but has not found anything in the price range that he was hoping for.

One of the members inquired about Walmart's donations - they prefer to give money to 501(c)(3) non-profit organizations. Davies is waiting for the city attorney to get back to him to complete the 501(c)(3) documents.

The RFP for assistance in creating a strategic plan went out today. The Library Board is looking for assistance with generating community surveys and market research.

2018 Financial Statement – was included in the packet.

New Services Started – Self-checkout began Friday, February 22, 2019. Patrons are slowly noticing the station and trying it out. Disc Repair Service signs are out, the cost for each disk cleaning is .25 cents. We will now be handling faxes for the public at \$1.00 per page.

Spaces and Programs – Library staff sent out the listing of programs for March through May, which will also appear in the City's print newsletter. We are also reaching out to other neighboring communities whose residents are BPL patrons.

## **Unfinished Business – None**

## **New Business**

Approval of Annual Report to DPI and System Effectiveness Statement – Savaglia requested Board approval of the DPI Annual Report as presented. Motion approved.

Discussion of weather closings – Davies said we are listed as a warming and cooling center for the community and we will always try to have the library open if possible. His first consideration is if staff can arrive and return home safely. When conditions are hazardous, we may open late and close early.

March and April Board Meetings. Davies asked how many Board members would be attending the March 26, 2019 meeting. More than 5 members said they would be attending. There is a program that runs until 6:30 that day in the meeting room. The March meeting will begin at 6:45 in order to get the room cleared and tables set up.

Davies said he would be on vacation for the April 23, 2019 meeting, we could either have McCarthy stand in for him or move the meeting to April 30. Barker motioned to move the meeting to April 30, seconded by Savaglia. Motion passed.

Review of Patron Bans – Davies reported banning a homeless patron for one day for hanging out in the bathroom for a long period of time. He had previously been warned about this behavior several times. Another patron was banned for one day for getting into a heated argument with another patron. Davies wanted to let the Library Board know of the incidents.

Policy Review – Collection Development and Maintenance Policy was reviewed, no changes were made. Davies decides on replacing items based upon publication date, if information is accurate or if it has been used recently. Many times Davies will purchase titles based on patron requests.

Motion to adjourn the meeting was made by Barker, seconded by Savaglia, meeting adjourned at 7:50 pm. Our next meeting will be on Tuesday, March 26 at 6:45 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker  
Aldermanic Representative