

Burlington Public Library

166 East Jefferson Street, Burlington, Wisconsin 53105

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



www.burlingtonlibrary.org

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, March 26, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Bahr, Barker Chaffee, Preusker Also present: Davies, McCarthy, Larson
Guard, Musgrave Absent: Savaglia Student Rep Kaitlyn Frohmader

- Smet called the meeting to order at 6:45 pm.
- Introductions were made to Danielle Larson, who is in the process of being appointed by the Racine County Board of Supervisors
- Public Communication to the Board – None
- Trustee Training – Davies demonstrated Wiscat, our Inter-Library (out of the SHARE system) resources from other libraries in Wisconsin and some surrounding states. Once items are ordered through Wiscat, they make their way via van delivery throughout library systems. Only 4% of borrowing occurs using this method, 96% of requests are available within the SHARE system. Davies demonstrated another excellent resource, BadgerLink available to all Wisconsin residents, provided by the DPI. Some of these databases are very expensive, we are fortunate to have them available to us. Many states do not have such a robust set of resources available to them. Ancestry.com is the only resource that must be used inside the library and is not available from home.
- Minutes of the February 26, 2019 meeting, Musgrave moved approval, Guard seconded. Motion passed.
- Preusker moved and Chaffee seconded the motion to approve the General Fund, Prepaid and Reimbursement Expenses of \$14,069.72 and March Trust Fund Expenses of \$62.79 totaling \$14,132.51. Motion passed.

Committee Reports: None

Federated Library Report:

COLAND Listening Session on PLSR - Will happen on March 28, 2019 at Ives Grove Complex at 6:30pm.

Adoption of SHARE Consortium Pest Procedure - A one page policy/procedure document was created by a committee in the event items are infested with a pest. Lakeshores purchased a heating unit to kill any pests found in books or other materials that can be requested by member libraries. It is important that items stay in the library and are not sent out, exposing other libraries.

Director's Report:

Monthly Statistics Report – Davies noted visitor number is slightly down, possibly due to the bad weather we've had in February. We are working on getting a new electronic patron counter in place. We are testing a unit right now and will compare those numbers with our manual device count. Once all the bugs have been worked out, we will have the ability to do reporting on time of day or day of week statistics.

Updates to WiFi Access - Two new Routers have been installed which allows easier access to the public while still going through our filter. The previous routers required some configuration on patron devices before they could get access to our WiFi.

Update on Facilities: Chimney Work and Heat Exchanger Replacement – There had been funds set aside in 2018 to complete chimney work but the actual work was just completed. Plans to lower the chimney height were made after the new boiler was installed. The chimney was in need of repair. Vorpagel had been called sometime in February when the roof heating unit was not working. It was discovered a new part was needed but also the workman found the heat exchanger was cracked. After investigating the options, it was decided to replace the heat exchanger as the Heating Unit was only 8 or 9 years old and still had plenty of life.

National Library Week – April 8-12 is National Library Week, fun activities are planned for each day of the week for patrons.

Unfinished Business

Foundation By-Laws Discussion - Davies was finally able to meet with John Bjelajac regarding changes the library board wanted in the Articles of Incorporation of the Burlington Public Library Foundation, Inc.

- Article D - changing the wording “designated by the Mayor of the City of Burlington and approved by the City of Burlington Common Council” to “Burlington Public Library Board of Trustees”.
- Article III, Section 3.5 Removal - changing the wording “removed with or without cause, by the City of Burlington Common Council” to “Burlington Public Library Board of Trustees”.

Bjelajac felt the wording should not be changed. After a short discussion, a motion was made to accept the By-Laws as presented by Preusker seconded by Barker. Davies, Guard and Barker were appointed as directors back in August.

Celebrate Libraries Podcast/Video – Davies had been interviewed back in December but they had to reschedule the photo shoot for creating a video. They will be coming on April 10 to take pictures, then work on the video production work. Davies indicated that he would follow up with them to determine how their fundraising efforts had gone.

New Business

Review of Strategic Planning Proposals & Determination of Next Steps – Smet reviewed the reason we want to create a Strategic Plan. Before the Foundation starts raising money for remodeling/updates/addition to the Library, we need to know what the community wants, what our space needs will be to accomplish those goals and how we can reach non-library users. Barker felt an outside consultant would help us create an organized plan to present to the community in an un-biased view. Davies put each of the proposals he received into a spreadsheet for review. Smet asked if Davies had a recommendation on which proposals he felt would be best. Davies ruled out several because they were out of our budget and those with no previous experience in libraries, he favored two proposals. Barker didn't see a community survey in the WILS proposal, but we could ask to have that added to the contract. Bahr asked if they would all use a boiler plate result. Davies said if there were funds left we could bring in a space planning firm.

Board members discussed bringing in several of the consultants to pitch their proposals. It was decided Davies would contact four consultants and schedule a time to speak by phone or video chat. Davies will message all board members of the time these phone or video chats will take place. Hopefully several board members will be able to attend. Davies will come back with a recommendation at the April 30 Board Meeting.

Questions the Library Board want answered during this process are:

- What process will they use to contact non-library users to include in the survey?
- Do they have the ability to reach Spanish speaking community members?
- What type of survey support will they give?
- Once the strategic plan is completed, will they do follow-up?
- Get specific examples of how they will fulfill our needs.
- Get 3 examples of completed strategic plans they have completed for other entities.

Motion to adjourn the meeting was made by Musgrave, seconded by Bahr, meeting adjourned at 8:10 pm. Our next meeting will be on Tuesday, April 30 at 6:30 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative