

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

Present: Smet, Barker
Guard, Musgrave,

Savaglia, Preusker
Absent: Bahr, Chaffee,

Also present: Davies, McCarthy, Larson
Also absent: Frohmader student rep

- Savaglia called the meeting to order at 6:32 pm.
- Public Communication to the Board – None
- Minutes of the March 26, 2019 meeting, Preusker moved approval, Smet seconded. Motion passed.
- Smet moved and Barker seconded the motion to approve the April General Fund, Prepaid and Reimbursement Expenses of \$14,804.74 and April Trust Fund Expenses of \$1268.89 totaling \$16,073.63. Motion passed.

Committee Reports: None

Federated Library Report:

Freegal Music acquisition through SHARE Consortium- Freegal is a downloadable music service from your Library. The Share Consortium will be discussing this service at the next meeting. The service allows 3 downloads per week, per person. Many music listeners are moving away from CDs and toward streaming or downloading.

New Wireless People Counter - We have installed a new wireless people counter at the main entrance, however, the count between the old manual counter and the new wireless counter is very different. We will be working to configure settings to get an accurate count.

National Library Week Events – The Friends of the Library paid for an Ice Cream Social and donuts during the week and was well received. Many attendees filled out note cards expressing “Why I Love My Library”. Responses have been posted at the circulation desk.

Director’s Report:

Monthly Statistics Report – Checkouts and E-book checkouts were up and program attendance was up.

New Children’s Area furniture, funded by Donations in Memory of Anna Grana – Memorial money was used to purchase 2 new tables on the Children’s side of the library. The new table height avoids having children stand on chairs to work. Barker suggested this may be a good story for the press and good publicity for the Library. Davies will contact The Standard Press to see if someone would like to do a story.

Friends of the Library Booksale - The dates have been set for this year's booksale – July 11, 12 and 13, 2019. Previously, we were sending our leftovers to Better World Books, they have contacted us to let us know they no longer want our leftovers. Davies is working with the Friends Group to find a solution.

Unfinished Business

Library Foundation filing - Davies received paperwork back accepting our documents. We can now go forward with our 501(c)3 filing

New Business

Acknowledgment of Service for departing Library Board member – This will be Megan Barker's last Library Board meeting after a 3 year term. Megan will be greatly missed.

Addition of Emergency Operations Center responsibilities to Library Director job description – After the flooding event, Library personnel were not involved in the recovery operation. Davies has been working with the Emergency Operation Committee on creating a manual of procedures. Davies requested the Library Director Job Description be updated to add this new responsibility to accurately describe the position. Davies will update the job description and bring it back to a future Library Board meeting for approval. Smet asked if a process was in place for who would step in if the Library Director was taken up with Emergency duties. Davies would check to be sure there is a process in place.

Review of Strategic Planning Proposals and Designation of Consultant – Davies had scheduled and recorded phone interviews with finalists chosen at the March 2019 meeting. Several Library board members were able to listen in. Discussion of the interviews followed citing various strengths and weaknesses of each proposal. Sarah Keister Armstrong was chosen as the consultant. Smet made a motion to accept the proposal from Armstrong, seconded by Preusker. Since accepting the proposal created a financial obligation (30% of project fee), the vote was a roll call vote. All library board members voted yes to the proposed consultant. Motion passed.

Motion to adjourn the meeting was made by Preusker, seconded by Musgrave, meeting adjourned at 7:59 pm. Our next meeting will be Tuesday, May 28 at 6:30 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative