

# 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, May 28, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Larson

Savaglia

Also present: Davies and McCarthy

Musgrave, Chaffee

Absent: Preusker, Guard

Also absent: Frohmader student rep

- Savaglia called the meeting to order at 6:34 pm.
- Election of Officers – Open for nominations were the positions of President, Vice-President and Secretary. Chaffee nominated Savaglia, Larson volunteered for Vice-President and Bahr volunteered for Secretary. A motion by Chaffee was made to accept the slate of officers, all present voted yes. Davies will send out Committee By-Laws for library board members to rate preference on which committee they wish to be on. Board members should send Davies their preference.
- Public Communication to the Board – None
- Trustee Training: Burlington Public Library Budget – Davies made a presentation explaining how Burlington Library is funded and how Chapter 43 of Wisconsin Statutes governs libraries. City funding is allocated by the City Council, County funding is reimbursing libraries for serving patrons with no library in their community. Chapter 43 outlines what a Library Board consists of and how many members from each county will be on the Board based on a formula. Davies also broke down expenses into a pie chart showing percentages, with the largest expense being Salaries and Benefits.
- Minutes of the April 23, 2019 meeting, Musgrave moved approval, Larson seconded. Motion passed.
- Smet moved and Chaffee seconded the motion to approve the May General Fund, Prepaid and Reimbursement Expenses of \$20,105.70 and May Trust Fund Expenses of \$33.80 totaling \$20,139.50. Motion passed.

**Committee Reports: None**

**Federated Library Report:**

**Lakeshores Library Marketing Campaign in September**–The Marketing Committee is working with other library systems in Wisconsin to post billboards and facebook posts promoting libraries. The goal is to increase library card signups.

**Library Trustee Training Week in August** – Davies will send out details of live web sessions on various topics board members can listen in on and ask questions. All sessions are also recorded and can be viewed at a convenient time.

**Director's Report:**

**Monthly Statistics Report** – The new upstairs meeting room is getting a lot of use and the public seems to be pleased with the variety of programs.

**Q1 Financial Report**– Most expenditures were as expected. There are a few funds still showing little activity due to city hall not having posted updates which is usual for the first quarter when they are busy closing out the previous year and other invoices not arriving in time for the March meeting.

**Unfinished Business:** Bahr requested updates on:

**The DVD disk repair service.** Davies said there was not much interest so far. Another library contacted Davies to see if we could repair their disks.

**Is Flipster taking off?** Davies reported the online magazine service is not doing much better than the old platform.

**Is Canva being used?** There are at least 6 staff members creating posters for programming and everyone is finding the online software easy to use and share with others.

**Unique Collections on outstanding patron bills.** We are spending about as much as we are getting paid for or items are being returned. A summary of the six month trial will be reviewed in June or July when all the reporting is available.

**Library Landscaping** especially in the courtyard area. Several staff members have been voluntarily pulling weeds and we have had 1 student volunteer come for an hour to work. Davies has been trying to work with Public Works to get a plan for the courtyard area and try to get someone to keep up the landscaping on a regular basis. Discussions are ongoing. The Building and Grounds Committee might want to create a plan and break it out into several phases.

**Walmart Grant?** Have we sent a request yet? Is there something specific we want to ask for? Davies said the Foundation needs to have 501(c)3 status before applying and we are not quite there yet.

## **New Business**

### **Strategic Planning Updates**

**Impressions from Phone Conversations** – All Board members present said they had a good conversation with Sarah Keister-Armstrong, the consultant we hired to help us create a Strategic Plan for the Library. The Board discussed the sample Questionnaire the consultant sent and made a few suggestions.

- **Ask build up library questions first such as would you come to the library if it was upgraded?**
- **How does the community feel about the library? Even if they are not using the library?**
- **How do you think the library affects the community?**
- **Will there be surveys on paper in Spanish?**
- **Can the survey questions be put on BASD Community Happenings? What about sharing with St. Mary's, St. Charles and St. John's?**

Motion to adjourn the meeting was made by Smet, seconded by Musgrave, meeting adjourned at 8:01 pm. Our next meeting will be Tuesday, June 25 at 6:30 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker  
Aldermanic Representative

