

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, June 25, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Larson
Guard, Chaffee, Bahr

Savaglia, Preusker

Also present: Davies and McCarthy

Absent: Musgrave and Czaplewski

- Savaglia called the meeting to order at 6:34 pm.
- Public Communication to the Board – None
- Trustee Training: TE # 13 Library Advocacy – After a short summary of the chapter, Library Board members suggested inviting the city council members to the library to meet the library board members. Lakeshores is planning a fund pool for library board members to attend a WLA training track. During our strategic planning, we may be working on how to advocate to the community and groups or writing a letter to the editor about our goals and accomplishments. The survey ends Sunday June 30. Another suggestion was to create a message board with interesting facts (statistics) and upcoming programming to display at places such as the Farmer' Market.
- Minutes of the May 28, 2019 meeting, Bahr moved approval, Chaffee seconded. Motion passed.
- Smet moved and Preusker seconded the motion to approve the June General Fund, Prepaid and Reimbursement Expenses of \$10,099.81 and June Trust Fund Expenses of \$239.85 totaling \$10,339.66. Motion passed.

Committee Reports: Committee Appointments were sent out after Davies heard back from board members which committees they were interested in.

Personnel Committee: Savaglia, chair, Larson and Plank

Finance Committee: Bahr, chair, Chaffee, Preusker

Building and Grounds: Larson, chair, Musgrave, Guard and Czaplewski

Federated Library Report:

- **LLS/SHARE Member budgets** – Davies explained the budget worksheets and what resources and costs are collectively shared among the Lakeshores Libraries and the SHARE group.
- **County Reimbursement Funding for 2020** – A worksheet showing how county funding is distributed for each library in the Lakeshores Library System was discussed. The funding is based on three year's prior circulation numbers.
- **Library Trustee Training Week in August** – Davies wanted to continue to remind board members of this upcoming online training, and hopes each member will sign up for at least one session.

Director's Report:

- **Monthly Statistics Report** – Davies referred back to the Lakeshores and SHARE budget Funding Formula worksheet to look at how other libraries are trending. The worksheet shows circulation numbers for each library in Share and the up and down trends over a 3 year period.
- **Updates in Library Courtyard**– Davies reviewed the plan for reviving the courtyard after conversations with the city's DPW director Peter Riggs. Going forward, we need clarification on who will be maintaining the landscape around the library. Davies will discuss this with Riggs.
- **Annual Friends of the Library Book Sale is July 11-13** – Friends group will contact board members to see if they want to volunteer to work at the book sale. We have been getting lots of donations.

Unfinished Business:

- **Strategic Planning** – There have been 377 survey responses so far. The deadline is June 30. Sarah Keister-Armstrong will be scheduling staff and community meetings soon. Davies is searching for interested community members.

New Business

- **Review of Unique Management (Library Debt Collection)** – Davies reviewed a worksheet highlighting the number of patrons submitted to collections and the result thus far of bills paid or materials returned. In comparing the dollar amount of materials returned and bills paid with the fees the library has paid for the service, the library is still ahead. Chaffee made a motion to continue the service until November and review the progress at that time, seconded by Larson, motion passed. Davies will review the number of notices the library sends and adjust as needed.
- **Amendment of Library Director Job Description re: EOC** – Davies updated the Library Director job description to include: Serves as a member of the Burlington Emergency Operations Center (EOC) during emergencies, at the direction and discretion of the City Administrator or local incident command. Smet made a motion to accept the addition, seconded by Preusker, motion passed.

Motion to adjourn the meeting was made by Smet, seconded by Musgrave, meeting adjourned at 7:55 pm. Our next meeting will be Tuesday, July 23 at 6:30 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Walter Bahr
Secretary

