

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, July 23, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Savaglia, Larson Plank, Preusker, Bahr
Guard, Czaplewski, Musgrave

Also present: Davies and McCarthy
Escused: Chaffee

- Savaglia called the meeting to order at 6:32 pm.
- Introduction of new member Stephen Plank, new BASD Superintendent. All board members introduced themselves to Plank.
- Public Communication to the Board – None
- Trustee Training: Inclusive Services – A 5-minute video on inclusive services was viewed. In the supporting documentation, there were questions to be used as a checklist of library services created by the Wisconsin Public Library Standards. Davies asked the Building and Grounds Committee to review the questions and bring back comments or suggestions to the full board.
- Minutes of the June 25, 2019 meeting, Preusker moved approval, Guard seconded. Motion passed.
- Bahr moved and Preusker seconded the motion to approve the July General Fund, Prepaid and Reimbursement Expenses of \$10,712.88 and July Trust Fund Expenses of \$625.52 totaling \$11,338.40. Motion passed.

Committee Reports: None

Federated Library Report:

- **Shared Library Resources for 2020** – At the June Share Director Council meeting the group voted to discontinue Lynda.com, leasing books and Novelist Plus. Lynda.com requires users to have a LinkedIn account, which would share personal information available to the public. The leased books program was becoming too costly. There is a product similar to Novelist Plus that is free. The group was considering purchasing a subscription to Freegal, a downloadable music service. The option was voted down with the NO votes citing the high cost.
- **Library Trustee Training Week in August** – Davies reminded board members to sign-up for the upcoming online training, and hopes each member will sign up for at least one session.

Director's Report:

- **Monthly Statistics Report** – Circulation is up for June as well as Programs and program attendance. Bahr inquired about patron renewals, which include online renewals through the SHARE online catalog, BookMyne app and the Self-Check station. Bahr also inquired about the Overdrive product, will the funding increase, and how does it work? Wisconsin Public Library Consortium governs this resource with librarians throughout the state sitting on the committee to make decisions on spending, titles purchased, number of titles purchased and steering decisions on how the software works. Each library system has the option to purchase more titles to fulfil holds more quickly.

- **Report on Friends of the Library Book Sale**– The Friends had a very successful year. A book buyer came in at the end to buy the remains of books not sold for \$250. Finding an organization to take the remains had become difficult in recent years.
- **Q2 Financial Report** – Revenue is where we expected it to be, fine revenue is down due to Fine-Free Juvenile and Young adult items. The expense account for Programs is almost spent out, due to the high number of programs we are providing. Davies will be increasing that budget line next year.
- **Autumn Programs** – Davies reviewed upcoming programs this fall. Also coming this fall will be a new online software program titled Engage Patron. This allows patrons to sign up online for our programs and indicate if there are any special needs. The software can also limit the number of registrations when necessary. We currently use a paper method of signing up for programs.
- **Celebrate Libraries video** – Davies will send out the link promoting our library.

Unfinished Business:

- **Strategic Planning** – There were 480 survey responses with 80% done online. Responses are being compiled and will be shared with the Library Board when we meet with Sarah Keister-Armstrong. Davies will send out a Doodle Poll to find the best time to meet with Sarah. A tentative date to meet is Tuesday, August 20 in the evening which would replace the scheduled monthly meeting on August 27.

New Business

- **Discussion of City Budgeting Process & Capital Requests** – Davies outlined the Budgeting Timeline the City of Burlington will be using this year. If anyone is interested in participating in the Citizen Budget Partners meetings, please let Preusker know. Davies commented that the meetings are very informative and he learned a lot about the whole process. Davies asked if anyone had suggestions for Capital Projects for next year. Davies is investigating several projects such as getting an electronic sign to replace the sign at the corner of Jefferson and Pine, repair or replace the tall front columns at the Pine Street entrance, an estimate for getting an elevator and costs for a Space Needs Plan. After the Strategic Plan has been completed, we will know how much to put into space planning.

Motion to adjourn the meeting was made by Savaglia, seconded by Larson, meeting adjourned at 7:49 pm. Our next meeting date is to be determined, but will take place in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,



Thomas Preusker
Aldermanic Representative

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Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees held a special meeting on Tuesday, August 13, 2019 at 6:30 p.m. in the Burlington Public Library Main Floor Meeting Room.

Present: Savaglia, Larson Excused: Preusker, Guard Also present: Davies, Puccini, consultant
Czaplewski, Musgrave Sarah Keister Armstrong

Plank, Bahr, Chaffee

- Savaglia called the meeting to order at 6:32 p.m.
- Strategic Planning Consultant led a discussion of community survey results and provided drafts of Mission, Vision, Values, and Goals, and gathered feedback from the Board for discussion at the next meeting.
- Savaglia adjourned the meeting at 8:01 p.m.
- There will be no meeting on August 27. Next meeting will be September 24 at 6:30 p.m.

Respectfully submitted,

Thomas Preusker
Aldermanic Representative