

# Burlington Public Library

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[www.burlingtonlibrary.org](http://www.burlingtonlibrary.org)

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, September 24, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Savaglia, Larson      Preusker Excused:      Also present: Davies, McCarthy and  
Guard, Czaplewski, Bahr      Chaffee Plank Musgrave      Consultant Sarah Keister Armstrong

- Savaglia called the meeting to order at 6:32 pm.
- Sarah Keister Armstrong reviewed the Mission and Vision statements from the survey. After discussion on several points in Our Values statements, Sarah agreed to tweak the order and some of the wording and bring back the changes next month. Sarah will work with Joe and library staff on an action plan.
- Public Communication to the Board – None
- Minutes of the July 23 and August 13, 2019 meeting, Larson moved approval, Bahr seconded. Motion passed.
- Bahr moved and Preusker seconded the motion to approve the August/September General Fund, Prepaid and Reimbursement Expenses of \$31,945.97 and August/September Trust Fund Expenses of \$1,179.63 totaling \$33,125.60. Motion passed.

### Committee Reports:

- Building & Grounds Committee – Met on August 2, 2019. The committee toured the grounds and building noting areas in need of attention. Larson noted the grounds will need regular maintenance, the parking lot is difficult to maneuver, there are sidewalks in need of repair, and wooden benches in the courtyard need replacing. The Pine Street entrance could have a ramp added, the front columns need repair. The bathrooms sometimes leak into the basement and are not ADA accessible. There is a broken basement window. Larson wanted input from library staff on any needs they have that are not being met. Davies pointed out the great job the DPW did in revamping the library courtyard. The trees that were installed came out of the annual city tree program. Davies also noted the leak on the adult side near the DVD shelves was looked at, the roofing company did not find any holes in the roof lining but did find a clogged drain. We are hopeful that will solve the problem. Preusker asked if we need dedicated maintenance staff to keep up with the needs of this aging building. Davies will be meeting with city staff on the budget very soon and may discuss questions about grounds and building maintenance for the library.

**Federated Library Report:**

- **Vacancy from Burlington area on LLS Board** – The LLS Board tries to find library board members from area Library Boards to fill vacancies. The Lakeshores System provides many resources to SHARE libraries. Savaglia is a past LLS Board member and enjoyed the experience immensely noting the information she learned helped her understand how many decisions are made and how funding from state and local agencies works. If anyone is interested in joining the LLS Board, Davies can put you in contact with the director. Davies also noted two Lakeshores Directors will be retiring, one from Union Grove, the other from Delavan.

**Director’s Report:**

- **Monthly Statistics Report** – Circulation was up for July and went down as usual in August when many families are vacationing and getting ready to go back to school. Self-Check station is becoming popular, many children enjoy checking out their own books. Programs, both adult and children remain popular. The weekly Tuesday and Thursday storytimes added two sessions each day as the room was becoming overcrowded.
- **Exploring joint library possibilities**– Davies is exploring the possibility of partnering with the Town of Burlington to become a joint library similar to the partnership of fire and rescue. The advantages are the Town could appoint representatives, not the county, Town tax dollars would come directly to us instead of going to the County to be divided up with area libraries. This change would be a more secure funding source than yearly fluctuations we now have. Many of our non-city library patrons are already Town of Burlington residents. The next highest circulation numbers come from Walworth County, Town of Lyons and Spring Prairie residents. If the Town is interested, there are several Boards that would need to approve the change. First the Town of Burlington Board, then the City of Burlington Council, next the Lakeshores Library Board and finally the Racine County Board. Davies will keep the board updated on any developments.
- **Library Foundation 501(c)3 status** –Our application has been accepted and is official. Davies will be setting up bank accounts soon. We will be listed in Guidestar in a few months. Davies will also be setting up an Amazon Smile account for the public to donate items on a wishlist.

**New Business**

- **Discussion of Preliminary Budget & Capital Requests to City** – Davies pointed to the Budget worksheets for next year. The total budget increase for 2020 mainly consists of monies for a Space Needs plan and following the City step wage increase and cost of living program. On the 5 year capital improvement plan is sidewalk replacement near the parking lot and concrete slabs to connect new park benches. On the Equipment Replacement plan is a new copier that will replace a 9 year old unit and a new coin-op that will replace a 20 year old unit. The board suggested trying to get a targeted percentage increase next year. Davies will discuss future budgeting strategies with city hall for the future. The only questions Davies received from the Budget Partners was where we are at with the new library plans.

Motion to adjourn the meeting was made by Preusker, seconded by Larson, meeting adjourned at 8:20 pm. Our next meeting date is Tuesday, October 22, in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Thomas Preusker  
Aldermanic Representative

