



BURLINGTON PUBLIC LIBRARY

166 East Jefferson Street, Burlington,
Wisconsin 53105

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 22, 2019 at 6:30 p.m. in the Burlington Public Library downstairs Meeting Room.

Present: Savaglia, Larson, Bahr, Plank, Chaffee, Czaplewski, Guard, Musgrave. Excused: Preusker
Also present: Davies, Puccini and McCarthy

- Savaglia called the meeting to order at 6:32 pm.
- Public Communication to the Board – None
- Minutes of the September 24, 2019 meeting, Bahr moved approval, Musgrave seconded. Motion passed.
- Bahr moved and Plank seconded the motion to approve the October General Fund, Prepaid and Reimbursement Expenses of \$13,519.50 and October Trust Fund Expenses of \$34.60 totaling \$13,554.10. Motion passed.

Committee Reports:

- Building & Grounds Committee – Meeting scheduled for October 29, 2019 at 4:15 p.m. The committee will discuss the DPI Inclusivity information and discuss with Davies any building needs library staff have identified.

Federated Library Report:

- **Trustee Appreciation Dinner** – Will be held Thursday, November 14 at 5:00 p.m. at Hawk's View Golf Course. As in the past, there will be two speakers one from DPI and one from WILS. Davies will email the invitations once he receives them.

Director's Report:

- **Monthly Statistics Report** – Circulation was down for September, which is a trend with other libraries. Electronic checkouts were slightly down as well. Since going fine free for juvenile items, we have not seen an increase in circulation for juvenile items.
- **Q3 Financials**– Davies reviewed revenue and expenses indicating we are staying on track for the majority of funds.
- **2020 Budget** –Included in next year's budget is a new copier, coin-op and replacing sidewalk next to the parking lot which has deteriorated. Davies will do a budget presentation to the City Council on Tuesday, November 19 at 6:30 p.m. Any Library Board members wanting to attend are welcome. Bahr inquired about any long term planning in the budget process to identify and prioritize items in a three to five year timespan. Davies has attended meetings with other city departments asking about long term budget planning as well. City departments are awaiting initiative from city hall to proceed.
- **Winter Programs** – Included in the packet was an extensive list of upcoming programs to be posted in the City Newsletter. This year, we will try having programs during the Christmas and New Year break to see if the public attends. In the past, we had few programs during that time assuming people were too busy to

attend.

- **Grant from Music Matters** – Eight ukuleles will be purchased from grant money. Six ukuleles will stay at the library for classes and two will circulate to the public.
- **Ancestry.com digitization** – Davies is working with Ancestry to get our microfilm digitized and searchable online. Our Microfilm machine is aging and getting our microfilm digitized will make the whole process of finding information easier.
- **Library of Things** – Staff have been working to assemble toys and equipment we have ready to circulate to the public. Anyone with a like new toy or gadget is welcome to donate to the library. A binder listing these items will be available to view soon.
- **Foundation update** – The Library is now listed in GuideStar, which lists 501c3 entities. As soon as the Amazon Smile program updates their list, Davies will create a wish list for donors to contribute.

Unfinished Business:

- **Strategic Plan: Adoption of Actin Steps and Report Template** – Davies reviewed the Action Steps and Quarterly report template and indicated action steps can be added or removed as needed. Referring to Goal 2, Chaffee suggested scheduling a story time for children living at the Transitional Living Center. Chaffee will speak to the director at TLC to make arrangements. Davies is working on RFPs for Space Planning.

New Business

- **Grant Application guidelines** – Davies asked the Library Board how he should handle grant opportunities. Davies felt if there is an operational impact on large dollar grants or if there are strings attached, that would be something he would want Library Board approval for. It would also be important for a thank you to be sent and signed by Board members. Davies will keep the board informed of any grants he applies for.
- **Culvers Night** – Tuesday, December 17 from 5 to 8 p.m.
- **Meeting and Closing Dates for 2020** – A list was provided for Board approval, Musgrave moved approval, seconded by Larson. Motion passed.
- **Limited cards and address verification** – Davies modified the current Library card policy allowing limited cards to be created for patrons not having proper address verification on their first visit or for class visits. Limited cards would allow the patron one checkout. Guard moved approval, seconded by Bahr. Motion passed.
- **Kanopy videos** – Kanopy is an on-demand video service and has public performance rights (we can show these movies in the library). The movies are created by independent film producers. Other libraries using this service are spending between \$1000 and \$1500 per year. This is a pay per use service at a cost of \$2 per movie viewing. Davies will report back once there are statistics.

Motion to adjourn the meeting was made by Bahr, seconded by Guard, meeting adjourned at 8:00 p.m. Our next meeting date is Tuesday, November 26, at 6:30 p.m. in the main floor meeting room at the Burlington Public Library. Room.

Respectfully submitted,

Walter Bahr
Secretary