



# 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, November 26, 2019 at 6:30 p.m. in the Burlington Public Library downstairs Meeting Room.

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

- Savaglia called the meeting to order at 6:31 pm.
- Public Communication to the Board – None
- Minutes of the October 22, 2019 meeting, Larson moved approval, Plank seconded. Motion passed.
- Preusker moved and Czaplewski seconded the motion to approve the November General Fund, Prepaid and Reimbursement Expenses of \$20,058.78 and November Trust Fund Expenses of \$118.25 totaling \$20,177.03. Motion passed.

### Committee Reports:

- **Building & Grounds Committee** – Larson summarized the scores of the DPI Inclusive Services Assessment the committee completed at the October meeting. The assessment was created for libraries of all sizes, and we will work towards items that would be appropriate for our community.

**Personnel Committee** – Library staff are winding up all annual evaluations due on November 30. The committee will meet in December to compile data from Library Board members, city administrator and Lakeshores Administrator for Davies annual review. The committee will meet with Davies before presenting to the full Library Board.

### Federated Library Report:

- **Trustee Appreciation Dinner** – Attendees enjoyed the dinner and speakers.

### Director's Report:

- **Monthly Statistics Report** – Circulation and visitors were up for October. Overall we are doing well.
- **Kanopy video trial**– Davies demonstrated the Kanopy site we want to subscribe to. They have Independent films and documentaries, Great courses along with kids features. The cost is approximately \$2 per video and other libraries of our size are spending between \$2,000 and \$3,000 per year. We can put caps on usage. 90% of the videos come with public performance rights and could be useful in our Movie Monday programs.
- **RIPL scholarship application**–Research Institute for Public Libraries. Davies applied for a scholarship for staff in rural and small public libraries. If won, Davies will attend a workshop in Chicago in July with registration, curriculum and materials, three nights lodging and meals and up to \$500 for travel costs. The intensive workshops consist of evaluation design and implementation, data collection and use for strategic planning, management and communication and measures for reporting library impact. Davies will report if his application is accepted.

- **2019 Employee Evaluations** – Staff evaluations are nearly completed. Once submitted to city hall, employees are eligible for a step increase in wage.
- **New Shelver** – Aidan Eberly has been hired to replace Megan Heather who has resigned.
- **LSTA grant application** – Burlington Library was awarded a \$1000 mini grant for Coding and Drones. Jen Puccini is working with the school media specialists on applying for a grant to update our Spanish collection.

#### **Unfinished Business:**

- **Strategic Plan follow-up:** **Davies** wanted to know if Library Board members were satisfied with the strategic plan or if they wanted Sarah to come back and meet with the board. Preusker commented that Davies had presented the plan to the City Council members who were very pleased.

#### **New Business**

- **Gift & Donor Recognition Policy** – Library Board members reviewed and discussed the policy Davies had crafted. After a short discussion about how the public can donate to the Library, Davies said he is working on creating a process to donate from our website. Preusker moved approval, Larson seconded. Motion passed.
- **Review of Inclusive Services Assessment** – Savaglia suggested Library Board members review the Assessment questions and make suggestions on which items we may want to take action on.
- **Wisconsin Libraries Engaging Communities** –Thriving Libraries, a team of consultants trained in community engagement and leadership development techniques, is providing the expertise for this 18-month hands on, cohort-based training. **Up to 20 two-person Teams**--consisting of one library staff member and one community member--will be trained in this inaugural effort. Davies is looking for a community member that may be interested in this training.
- **RFP for Space Planning** – Davies presented a draft copy for a proposal. Some board members felt we needed to be more specific, possibly listing our priorities. Other members wanted information on costs for building an addition and renovating this Library. After much discussion, Davies felt he better understood what the Library Board wanted in the Request for Proposal and will bring back changes to the December meeting.

Motion to adjourn the meeting was made by Preusker, seconded by Guard, meeting adjourned at 8:33 p.m. Our next meeting date is Tuesday, December 17, at 6:30 p.m. in the main floor meeting room at the Burlington Public Library. Room.

Respectfully submitted,

Walter Bahr  
Secretary