



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, December 17, 2019 at 6:30 p.m. in the Burlington Public Library downstairs Meeting Room.

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

- Savaglia called the meeting to order at 6:30 pm.
- Public Communication to the Board – None
- Minutes of the November 26, 2019 meeting, Larson moved approval, Musgrave seconded. Motion passed.
- Musgrave moved and Plank seconded the motion to approve the December Prepaid and Reimbursement Expenses of \$15,054.84 and December Trust Fund Expenses of \$435.75 totaling \$15,409.59. Motion passed.

Committee Reports: To be discussed in closed session at end of meeting.

Federated Library Report:

- **Trustee Appreciation Dinner** – This item was already discussed at the November 26, 2019 meeting.
- **Lakeshores site visits:** IT staff from Lakeshores visit each library yearly to discuss solutions to any changes they would like to make, new ideas to explore and plans the system has for the coming year. The Lakeshores Director also makes a yearly visit to each Director and will be meeting with Davies soon. Davies is hoping to discuss County Funding, specifically how unspent funds are handled at the end of each year. Currently, libraries are penalized if they have any money left at the end of the year. This policy prevents libraries from saving up for big ticket items they could not purchase within a budget period. This policy is not used in other counties.

Director's Report:

- **Building Maintenance Employee:** Our building maintenance employee will be moving to the DPW in January. The advantage to this move will be a tracking system for work orders. The tracking system can follow the progress of work and assign the appropriate employee to a job. This tracking system may help the city and library assess a more exact number of hours needed to maintain the aging buildings at the Police Department, City Hall, Library and Senior Center.
- **Children's Department** – will be doing programs on Wednesdays and Fridays at 10 a.m. on a trial basis.
- **Drinking Fountain:** A new drinking fountain will be installed soon to replace the current fixture, which often freezes up. The new fountain will have a place to fill a water bottle.
- **Browsing Bins:** Davies hopes to order more browser bins for the children's books before the end of the year. These bins allow patrons to browse the collection more easily as books face outward.
- **Monthly Statistics Report** – No comments were made.

Unfinished Business:

- **RFP for Space Planning** – Davies presented an updated proposal which included options and recommendations for renovating existing space, expanding the library, or building a new building. Board members liked the changes, especially the phases and timelines.

New Business:

- **Review of Unique Collection Services for delinquent library accounts** – A summary of the return of overdue items and payments made were reviewed. Based on the results, the library will continue to use the service.
- **Closed Session – Library Director Annual Performance Review** – A motion to go into closed session was made at 6:56 p.m. by Musgrave, seconded by Larson. Motion passed.
- **Reconvene into Open Session** – at 7:20 p.m.
- **Possible Action on Closed Session items** – Motion to approve performance review and raise made by Larson, seconded by Plank. Motion passed.

Motion to adjourn the meeting was made by Guard, seconded by Czaplewski at 7:30 p.m. Our next meeting date is Tuesday, January 28, at 6:30 p.m. in the main floor meeting room at the Burlington Public Library. Room.

Respectfully submitted,

Walter Bahr
Secretary