



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, January 28, 2020 at 6:30 p.m. in the Burlington Public Library main floor Meeting Room.

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

Excused: Chaffee,

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 December 17, 2019 meeting, Preusker moved approval, Larson seconded. Motion passed.
- Preusker moved and Larson seconded the motion to approve the Late December Prepaid and Late December Reimbursement Expenses, January General Fund, Prepays and Reimbursements of \$28,199.77 and January Trust Fund Expenses of \$34.60 totaling \$28,234.37. Motion passed.

Committee Reports: NONE

Federated Library Report:

- **Library of Things** – The SHARE system has been working on finding a way to catalog games, puzzles and equipment that would be easily searched in the catalog. Davies had several items we will be circulating such as a camera tripod, computer components, speakers etc. We will have a binder with those items to look through soon.
- **HTML email notifications:** Lakeshores system techs have created a colorful email notice to inform patrons of overdues and available holds. The old notices were simply text. On the bottom of the notice are rotating informational links about resources available to library users such as Overdrive and Flipster.
- **Library Legislative Day – Feb. 11** At this time, Davies, Larson and possibly Preusker plan to attend. Everyone is welcome. A presentation is done between 9 -10:30 then attendees are able to meet with their representatives.

Director's Report:

- **Monthly Statistics:** Notable is the comparison of programs from 2018 to 2019, an increase of about 100 more programs. Davies is extremely satisfied with the creativity and hard work library staff are putting into the programs. Patrons are expressing appreciation for the quality and variety of programs. Bahr asked about the low usage of Gale Courses and Lynda.com. Davies said much of the initial interest was from users searching for jobs, trying to brush up on their skills. Now that many users are employed, they don't have as much time.
- **Kanopy video launch Feb 3** – Davies has placed a budget cap of \$2,000 for this resource. Access to the online videos will be available from a link on our website and advertised in our monthly newsletter.
- **RIPL conference scholarship:** Davies will be attending a conference on ways to use databases to get

useful information in May or June.

- **LSTA Grants and other grants:** Puccini applied and won a Public Library/Public School grant. The funds will be used to update our Spanish Language collection. Music Matters grant was used for the purchase of 8 Ukulele's. Community Program Grant – contacted 5 community members and could not find anyone who could commit to that many meetings. Davies will try again in a year or two. The Friends will be participating in a grant to purchase an Automatic Defibrillator for the Library, matching funds that the grant will provide.
- **Facility updates** – A new drinking fountain has been installed that allows users to refill their own container. In the children's easy book section, new browser bins have been installed allowing for books to face out, making it more appealing to young children. A new coin-op will be installed on the public copier. The old coin-op is about 25 year's old and experiencing issues.
- **Spring programs list:** The Spring Program list is out, the children's department has morning preschool programs every weekday starting in January. New programs include the Schlitz Audubon Nature Center, Come Read to a Therapy Dog, Dance Party and many more.

Unfinished Business:

- **RFP for Space Planning** – Davies moved the submission deadline to February 18 to allow for more submissions. So far, two interested firms have come to tour the library.

New Business:

- **Copier Replacement Proposals** – A summary for comparison of three company's proposals for a new copier was reviewed. The cost of the unit along with maintenance expenses were compared. Chosen was the Sharp copier. Davies spoke with several library directors who had worked with the company and received good feedback. Preusker moved approval for the Sharp copier, Plank seconded. Motion passed.
- **Friends of the Library info** – Bahr inquired about the number of members on the Friends of the Library Board. Davies said there were 8 regular members with others in the community called upon when needed for an event. Events at this time include the annual book sale and Culvers Night. The group is looking into other fund raising events. Davies noted the Friends cookout is scheduled before the regular Library Board meeting on June 23rd at 5:30 pm. Last year's cookout was fairly well attended.

Motion to adjourn the meeting was made by Guard, seconded by Musgrave at 7:09 p.m. Our next meeting date is Tuesday, February 25, at 6:30 p.m. in the main floor meeting room at the Burlington Public Library. Room.

Respectfully submitted,

Thomas Preusker
Aldermanic Representative