



# 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, March 3, 2020 at 6:30 p.m. in the Burlington Public Library downstairs Meeting Room.

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

Excused: Chaffee, Plank, Preusker

Also present: Davies, McCarthy, Puccini and student Morgan Cole

- Savaglia called the meeting to order at 6:30 pm.
- Public Communication to the Board – None
- Minutes of the January 28, 2020 meeting, Guard moved approval, Larson seconded. Motion passed.
- Musgrave moved and Guard seconded the motion to approve the February General Fund, Prepays and Reimbursements of \$36,323.78. February Trust Fund Expenses of \$505.95 totaling \$36,829.73. Motion passed.

**Committee Reports:** NONE

### **Federated Library Report:**

- **Libraries First:** At the monthly SHARE meeting Skip Mosshamer of Libraries First presented a program for libraries to offer Museum passes to families. Davies thought the cost was low and will be getting a quote. Most of the offerings are in northern Illinois but will be expanding into Wisconsin and is welcoming suggestions for museums to add to the list.
- **De-duplication of library records:** When Arrowhead Library System joined SHARE and brought in their records, there were 160,000 duplicate records. A process known as De-Dupe was used to combine duplicate records. Over the years, the number has gone down to 60,000. The Library Directors want to find a solution to get the remaining records combined and hope to find a solution soon.
- **Trustee Training: WI Policy Forum report** Davies discussed the report and shared the data trends. We seem to be back at the circulation level from 20 years ago. It was pre-Internet and no E-resources were available. All libraries are seeing this trend and are re-inventing themselves by offering other services and programming. WLA will be pushing for more funding next year and hope to make more videos to share with our representatives.

### **Director's Report:**

- **Monthly Statistics:** Notable is that library visits are up 20%. Davies hopes to increase the number of programs for 2020 by about 50. The Children's department started doing morning programs 5 days a week and are well attended.
- **2019 Financial Reports** – The General Fund equity is near its 2018 balance. We may need to dip into it to cover our Space Planning Proposal as only \$10,000 was budgeted for that purpose.
- **Library Legislative Day – Feb. 11** Larson reported she and Davies attended a morning breakfast at the

Madison Concourse Hotel. Shown during the breakfast were videos of library patrons stating why they love their library. The State Superintendent had a question and answer session. Davies and Larson were able to meet some of our representatives such as Robin Vos and Van Wangaard. The representatives were interested in hearing about The Library of Things and Gale Courses.

- **Census 2020:** Davies has been in contact with Census reps and we have flyers out for the public. Patrons may come to the library to complete their census report and we will be ready to assist them in getting started.
- **Friends of the Library updates:** The Friends group may take on the Chocolate City craft fair next year by selling booth space as a fundraiser. The organizers felt more time was needed to prepare for the event and there was not enough time to get it going for this year.
- **Cleaning Services RFP** – The city will be getting bids for the cleaning services of city hall, library and DPW.
- **CD Maturing in March:** There is a Trust CD maturing on March 14. Davies said he would compare rates and renew for another year or year and a half.

#### **Unfinished Business:**

- **Joint Library** – Bahr asked if there was any new developments with the Town of Burlington on discussion of a Joint Library. Davies has not received a response from Town administration yet, but will redouble efforts.

#### **New Business:**

- **Memorandum of Understanding with Lakeshores Library System:** Davies presented the 2020 agreement for the Board to review. Larson moved approval, Czapplewski seconded. Motion passed.
- **Annual Report to DPI:** Davies pointed out the questions at the end of the annual statistical report to the DPI stating that Lakeshores is providing support. Bahr moved approval, Larson seconded. Motion passed.
- **March 24 meeting:** The March meeting may be cancelled unless anything urgent arises. Davies noted many Board members will be on Spring Break and it may be difficult to get a quorum.
- **Space Planning Proposals:** Davies summarized each proposal and noted the large difference in price. Board members remarked that some of the proposals would assist in getting grants and corporate sponsors. Bahr asked what we could expect to see from the plan. Davies said he would expect to see renderings and costs which would provide the public with an idea of the changes needed and would help with fundraising. Davies would also expect to see renderings of an addition with costs. Savaglia asked about limitations we might encounter being in the Historic District. Davies would reach out to the Historic District to see if there are any rules we need to be aware of. After discussion about each proposal, Bahr motioned to accept the proposal from FEH, Musgrave seconded. Motion passed. A motion by Savaglia to amend the 2020 budget and use Equity money to pay for the remaining \$15,000 not in the 2020 budget was seconded by Larson. Motion passed.

Motion to adjourn the meeting was made by Guard, seconded by Musgrave at 7:46 p.m. Our next meeting date may be Tuesday, March 24 or April 28, at 6:30 p.m. in the main floor meeting room at the Burlington Public Library. Room.

Respectfully submitted,

Walter Bahr  
Secretary