



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 24, 2020 at 6:30 p.m. by Webinar/Call-In on meet.google.com.

Present: Savaglia, Larson, Plank, Czaplewski, Guard and Musgrave, Bahr and Preusker, Chaffee.
Present from FEH Design team: Greg Baum, Bill Wilson, Patrick Schnell, Miranda Seals and Kristen Velardo.

Also present: Davies, McCarthy and Puccini

- Savaglia called the meeting to order at 6:30 pm.
- Introductions were made by all Library Board members and members of the FEH Design team.
- **Presentation/Discussion with FEH Design** - FEH Design team members reviewed the goals, the scope and process, community input, schedule and timeline and deliverables to the Library Board. Library Board members clarified several goals. Minutes from FEH during this call will be sent.
- **Public Communication to the Board – Letter from WI DPI** – Because our February 25 Library Board meeting was postponed to March 3 due to not having a quorum, the completed report was sent but not signed. The signed copy was sent on March 4, 2020 and we are now in compliance.
- **Trustee Training – Open Meetings Compliance in COVID-19** –Davies shared the Office of Open Government Advisory release from the state in regard to our March 24, 2020 Library Board meeting webinar which states we are in compliance with open meetings law.
- **Minutes** of the March 3, 2020 meeting, Plank moved approval, Preusker seconded. Motion passed.
- Preusker moved and Chaffee seconded the motion to approve the March Prepaids, Reimbursements, General Fund bills and Trust Fund Expenses as presented. Motion passed.

Committee Reports: NONE

Federated Library Report:

- **Delivery suspended, including ILL** –The Lakeshore delivery van was shut down on March 19. Wiscat, the state lending database was also shutdown.
- **Promotion of digital resources:** The library website and facebook page was updated with all closing information and directing the public to many online resources such as Overdrive, Kanopy, online classes and more.

Director's Report:

- **Monthly Statistics:** Nothing notable to report.

Unfinished Business: none

New Business: Operational plan during COVID-19 closure

- **Remote work** – A summary of Remote Work & Training Options for staff to complete at home was shared with Library Board members. Davies felt this was a good opportunity to complete some items we have had on our to- do list but have not had time to complete. Many staff members are able to remote in to complete work.
- **Curbside Holds Pick-up** – The Burlington Public Library closed to the public on March 17 and offered curbside delivery for four hours per day with limited staff working. Curbside delivery was suspended on March 24 in response to the safer-at-home order for all Wisconsinites. All due dates have been extended and may be extended further.
- **Library Hours Study** – Library staff have discussed ways that current library hours and staffing structures could be modified to improve services to the community. A comparison of sixty three other libraries in Wisconsin showed that twenty seven had Sunday hours. Most libraries close on Sundays during the summer. Several board members felt we should follow the school calendar.

Motion to adjourn the meeting was made by Preusker, seconded by Musgrave at 8:08 p.m. Our next meeting date is Tuesday, April 28, at 6:30 p.m. Location (in person or webinar) to be determined by COVID-19 status.

Respectfully submitted,

Walter Bahr
Secretary