



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, June 23, 2020 at 6:30 p.m. by Webinar/Call-In on Zoom.

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

Present from FEH Design team: Greg Baum and Jeff

Also present: Davies, McCarthy and Puccini

- Savaglia called the meeting to order at 6:31 pm.
- **Presentation/Discussion with FEH Design** – Baum reported on progress made since our June 11 meeting reviewing our goals, participants attending the 2 day planning session, site options, and site preliminary renderings. Parking options and outdoor space were reviewed, and elevator options were shown. Not much of the historic post office features are left inside, it is the outside of the older part of the building that has retained the most character. Information needs to be shared with the City Council and the community before deciding on the site or sites we want to focus on before we begin fundraising.
- **Public Communication to the Board – None**
- **Trustee Training – Lakeshores Library System Member Agreement** –Davies said the document must include a basic service agreement and that amendment needs to be spelled out. The draft agreement must be approved by member libraries, not the Lakeshores Library System approved.
- **Disposition of Previous Minutes** of the May 26, 2020 meeting, Preusker moved approval, Larson seconded. Motion passed.
- **Disposition of General Fund Bills & Trust Fund Bills:** Plank moved approval as presented and Larson seconded the motion to approve the May Prepays in the amount of \$12,964.35 and May Reimbursements in the amount of \$304.49. Motion passed.
- **Committee Reports:** NONE
- **Federated Library Report:**
- **Delivery & resource sharing update:** The SHARE system was turned back on, allowing patrons to place system wide holds again. Van delivery has resumed and returned items are quarantined for 72 hours. Curbside delivery is going well.
- **SHARE Member Budget Draft – 2021** – Davies presented the draft Lakeshores budget for next year noting several members are working to reorganize several resources.
- **Our Library Grows Readers signs** - Davies displayed the yard sign designed by the Marketing and PR Committee.
- **Director's Report:**
- **Monthly Statistics:** Activity numbers increased a bit as we resumed curbside delivery in May. Social media numbers are up.
- **Strategic Planning Quarterly Report:** Davies reviewed the goals and items that have had action taken so far this year.

- **Library space updates:** Davies shared the new layout in the children's area staff have been working on. The play area with the train and other toys will be moved to the front corner of the building increasing the play area from 80 square feet to 180 square feet. The area in front of the staff work room will house the juvenile non-fiction collection. This change will greatly improve the traffic flow and noise level in that area.
- **Pandemic reopening** – Currently, we have 6 computers available by appointment for patrons and time slots are available for patrons to browse. Due dates were moved to June 19, any items returned by July 4 will be backdated to avoid fines. We hope to open on July 6 provided all our projects are completed.

Unfinished Business: None

New Business:

- **Library Foundation – assignment of new directors.** Megan Barker was one of the directors on the Foundation Board and has moved away. Preusker volunteered for the position.
- **Donations of memorial statues** – consultation in accordance with Gifts & Donations Policy: The Garden Club wants to install a statue in the courtyard in memory of Barb Ludwig.
- **Discussion of space planning process and selection of plan based on design workshops** – motion to contract with FEH to start a presentation and cost estimates to present to public was made by Preusker not to exceed \$1500, seconded by Larson. Motion passed.

Motion to adjourn the meeting was made by Preusker, seconded by Plank at 8:53 p.m. Our next meeting date is Tuesday, July 28, at 6:30 p.m. by Webinar/Call-In.

Respectfully submitted,

Thomas Preusker
Aldermanic Representative