



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, July 28, 2020 at 6:30 p.m. by Webinar/Call-In on Zoom.

Present: Savaglia, Larson, Czaplewski, Guard, Bahr, Preusker and Chaffee. Absent: Musgrave and Plank
Present from FEH Design team: Greg Baum
Also present: Davies, McCarthy and Puccini

- Savaglia called the meeting to order at 6:32 pm.
- **Presentation/Discussion with FEH Design** – Baum reviewed the agenda for putting together a survey for the community. The FEH team outlined surveys they had done and possible questions we may want to ask in our survey. Delivery options of the survey included a link on our Facebook page, the Library website, the City website, BASD school email, included in a Water Utility bill, Library card emails or actual hard copies handed out to patrons or residents. It will be important to know if the respondent lives in the City of Burlington which could impact their property tax bill. The FEH team will put the questions in survey form and send out to Library Board members to review. The survey will be out for 30 days for the public to respond and a summary should be available at the September Library Board Meeting.
- **Public Communication to the Board – None**
- **Trustee Training – SCLS Data Dashboard** –Davies showed a template from the SCLS website. While using the template, statistics from all libraries in Wisconsin can be viewed and compared.
- **Disposition of Previous Minutes** of the June 23, 2020 meeting, Preusker moved approval, Larson seconded. Motion passed.
- **Disposition of General Fund Bills & Trust Fund Bills:** Preusker moved approval as presented and Chaffee seconded the motion to approve the July General Fund Bills in the amount of \$7,114.54 July Prepays in the amount of \$4,815.21, July Reimbursements in the amount of \$446.08 and Trust Fund bills in the amount of \$53.80. Motion passed.
- **Committee Reports:** NONE
- **Federated Library Report:**
- **Statewide Interlibrary Loan resumes:** Interlibrary loans will resume on August 3. Burlington is not a huge lending library, however we do lend to other libraries but we mainly borrow items for our patrons.
- **Quarantine Increased to 4 days:** Based on Battelle Lab testing showing germs remained on items longer than thought, the recommended quarantine time for returned library materials was increased from 3 days to 4 days. We needed to relocate our quarantine area to a larger space to accommodate the extra day.
- **Director's Report:**
- **Monthly Statistics:** The June 2020 circulation was approximately 33% of June 2019 circulation. Talking with other directors in the system, they are seeing a similar drop in their numbers. Many factors drive up circulation including adult and children's programs, foot traffic and people coming to for other services and end up checking out material. At this time, Davies has not heard of any funding cuts for 2021.

- **Staffing changes and updates:** Several staff members will be resigning, Jane Schmidt, Reference Assistant will be leaving July 31st, Jennifer Melchi, Reference Assistant will be leaving August 1 and Owen Schmaling, Shelver will leave sometime toward the end of August. Tammy McCarthy will be retiring before the end of the year. Ayesha Abassi has been hired as a new shelver. Davies does not want to hire new staff to replace the reference assistants at this time because of the COVID-19 situation and the slowdown in circulation and programming. Davies is considering hiring a new Children’s Librarian and having Jennifer Puccini take over many of McCarthy’s duties. Davies is working through various ideas for staffing and will keep the Library Board informed.
- **Grant reporting and planning:** Davies reported the LSTA grant with the schools is completed and the summary is almost complete. The estimate for the elevator cost went up significantly and Davies submitted the new amount to the city to be included in their grant.
- **Sunday hours start on August 23** – As discussed earlier this year, Sunday hours will follow the school year. Sunday hours are from Noon to 4 pm.

Unfinished Business: None

New Business:

- **Community Survey Plan** –Davies wanted to give the Library Board the opportunity to ask questions or have further discussion about the email approval of the additional amount of the FEH community survey costs that exceeded the approved amount during the June 23, 2020 meeting. No discussion followed.
- **Planning for 2021 Budget Process** – Davies would like to invite FEH representatives to a City Council meeting to present the results of the community survey, possibly in October. Discussion on getting an article in the Burlington Standard Press with drawings of proposed building designs and links for the community to complete the survey along with other details of the project was suggested. Davies wants to start working on the Financial Feasibility for a new building soon.

Motion to adjourn the meeting was made by Preusker, seconded by Chaffee at 7:53 p.m. Our next meeting date is Tuesday, August 25, at 6:30 p.m. by Webinar/Call-In.

Respectfully submitted,

Thomas Preusker
Aldermanic Representative