



# 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, April 27, 2021 at 6:30 p.m. by Webinar/Call-In on Zoom.

Present: Savaglia, Larson, Bahr, Plank, Preusker, Musgrave, Guard, and Chaffee. Absent: Czaplewski, and Skiles (student representative). Also present: Davies, Puccini, and Thompson (student representative)

- Savaglia called the meeting to order at 6:30 pm.
- **Public Communication to the Board:** None.
- **Disposition of Previous Minutes** of the March 23, 2021 meeting. Larson moved approval, Musgrave seconded. Motion passed.
- **Disposition of General Fund Bills & Trust Fund Bills for April:** Larson moved approval as presented and Savaglia seconded the motion to approve the April general fund and trust fund bills, prepaids, and reimbursements, in the total amount of **\$10,911.43**. Motion passed.
- **Committee Reports:** None.
- **Federated Library Report:** Davies stated that they are doing the work. They are taking the first step towards doing something. The Board should go through the report before the next meeting.
  - a. **BookMyne Mobile App replacement**-SirsiDynix will be discontinuing the BookMyne App. Lakeshores is in the process of looking for a replacement App.
  - b. **2022 County Appropriations**-The County appropriations will be a challenge for 2022 due to circulation being drastically down for 2019 and 2020. Due to circulation being down caused the cost per circulation to go up. The county has to pay at least 70% of our cost. We will know more in October or November.
  - c. **Storywagon Programs**-Due to Covid, there will be only once Storywagon performance in August. The Figureheads have been hired and will perform on Thursday, August 12 at 10:00 am. Lakeshores has given each library a grant fund with the rest of the Storywagon money. Burlington received \$1,000 for Youth programming.
- **Director's Report**
  - a. **Monthly Statistics Report:** Since we opened March 1, the library has seen an increase in circulation compared to January and February, but numbers are still way down when compared to pre-Covid numbers.
  - b. **Library Assistants Hiring Date**-We have offered positions to three applicants and are waiting for background checks to officially hire them. We will introduce them at the next Board meeting.
  - c. **New Employee: Dawn Haggerty**-Dawn has been hired and trained with Davies this past Sunday. Haggerty will be a substitute and the budget has four hours a week budgeted for Haggerty.
  - d. **Resignation: Maureen Henney**-Henney has decided to retire after 22 years at the library. Her last day is Friday, April 30.
  - e. **CDBG-ADA Updates-Timeline**-Construction on our bathrooms and elevator is expected to start at the end of this year and be completed by the beginning of next year. Musgrave asked if the elevator will

be built to accommodate the new building and Davies replied yes.

**f. RFP-Financial Feasibility-**

**g. COVID-related service updates:** Most of the staff have received both of their vaccines. We no longer have to quarantine items due to CDC guidelines.

**h. Grant from Rotary Rescue:** The library received a grant of \$4100.00 to update the Youth Services section of the library. The library purchased a new computer table, book display shelf, and electric and internet wiring with the grant funds.

- **Unfinished Business: NONE**
- **New Business: NONE**

It was asked if our next Library Board meeting will be in person or on Zoom. Davies said that with not everyone vaccinated yet and that we are not letting patrons meet at the library yet we should meet through Zoom in April and possibly in May. Hoping to go live maybe at our June meeting.

Bahr asked if there was an update on the Elevator project. Davies discussed that the City will be signing a contract with the State. That contract includes the Library ADA elevator and bathrooms. That deadline for the project is January 2023. The contract has not been signed yet.

- **Adjournment:** Larson moved, Chaffee seconded to adjourn. Motion carried. Meeting adjourned at 7:21 p.m.
- **Next Library Board Meeting** will be held on Tuesday, May 25 at 6:30 p.m. via webinar/teleconference.

Respectfully submitted,

Walter Bahr  
Secretary