

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, May 24, 2011 in the Burlington Public Library Meeting Room. Present were Steve Rauch, Pat Hoffman, Penny Torhorst, Kay Pockat, and high school representative, Evelyn Dillman. Excused were Dianne Boyle, Scott Johnson, Pat Hurley, Mike Kelly and High school representative Nicole Durand. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:18.

Election of Officers and Committee Appointments: Hoffman moved and Rauch seconded the motion to postpone the election of officers and committee appointments to the June meeting. Motion passed.

Minutes of the April 12, 2011 meeting were approved. Hoffman moved, and Rauch seconded. Motion passed.

The May 2011 General Fund Bills, Prepaids, Reimbursements and April 2011 General Fund Deposits were discussed and approved. Hoffman moved approval and Rauch seconded. Motion passed.

Hoffman moved and Rauch seconded the motion to approve the May Trust Fund Bills and the April Trust Fund Deposits. Motion passed.

Committee Reports: The budget meetings will be starting early this year. Falk will let the Board know when she has heard anything.

Federated Library Report: The Library Trustee dinner is this Thursday evening.

Old Business:

Friends: The Friends have sent out the fundraising letter. We have received many donations and also a large donation from Runzheimer.

New Business:

Falk gave the board a handout with the National Library Week survey results. Falk explained that she is being reimbursed for the National Library Week prizes which were inadvertently left off the bill list last month.

Joy has been going to the schools and school groups have been coming to the library for tours and she was able to give them the information about Summer Reading Program. She has been able to reach several hundred students in the last few weeks.

Recognition of Student members: Evelyn Dillman was present and Falk presented her with a certificate and also a gift certificate. The Board members thanked her for being on the Library Board and hoped that she enjoyed her time with them.

Procedures for Overdue Items: Falk reported that the City Attorney has written the letter that will be sent to a patron that has not responded to the previous overdue letters sent to them. This notifies the patron that the matter will be referred to the police. The police will then contact the patron and, if the materials are not returned, the police will issue a ticket for theft. This will result in a fine and possible court appearance. Hoffman moved and Rauch seconded the motion to accept the procedure as presented to the board. Motion passed.

Now that we have the procedure letter accepted we can start to lend out our kindles. We were waiting until we had a way of assuring that we could get them back.

Budget updates: Falk discussed the preliminary library budget deficit for 2010 projected by the accountants. The auditor has reversed some of their entries and our 2010 expenses are projected to be about \$6000 under budget.

Directors Report: Gayle reported that the walk-in and circ numbers were down but the internet and reference numbers are up.

BPL in the news: Board members discussed the many newspaper articles attached. President Torhorst requested that in the future we cite, but not copy, articles for everyone, to save paper.

Public Communication to the Board: The Library received a thank you from Vicki Biehn for the use of the display case.

Meeting was adjourned at 4:50 PM. Hoffman moved and Rauch seconded. Motion passed.

Our next meeting will be on Tuesday, June 28th at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,

Steve Rauch,
Aldermanic Representative