

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, August 23, 2011 in the Burlington Public Library Meeting Room. Present were Steve Rauch, Pat Hoffman, Penny Torhorst, Kay Pockat, and Dianne Boyle. Excused was Scott Johnson, Pat Hurley, Mike Kelly, and Dr. David Moyer. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:07.

Minutes of the July 19, 2011 meeting were approved. Hoffman moved, and Boyle seconded. Motion passed.

The August 2011 General Fund Bills, Prepays, Reimbursements and July 2011 General Fund Deposits were discussed and approved. Hoffman moved approval and Rauch seconded. Motion passed.

Hoffman moved and Pockat seconded the motion to approve the August Trust Fund Bills and the July Trust Fund Deposits. Motion passed.

Committee Reports: Falk reminded everyone that there will be a personnel meeting before the September 27<sup>th</sup> meeting at 3:15. The Finance committee will meet at 3:30 also on September 27<sup>th</sup>.

Federated Library Report: Falk reported on the Wing Spread conference. The emphasis is on not duplicating efforts. Racine Library would like to consolidate cataloging and ordering of materials through their catalog department.

### Old Business:

Computer Project: The Friends computer fundraiser is well under way. The computers and tables have arrived. Our current six Internet computers have been moved to one of the new tables. Staff has been trained on the software that will enable patrons to sign themselves onto computers, using their library card. Fines over \$10 need to be paid as blocked cards won't work. The computers manage user's time automatically. Out of state users without a library card can sign on at the front desk with a drivers license or a valid ID. Printing will be picked up at the circulation desk, and each printed page will cost ten cents. Previously, patrons were allowed some free copies.

Budget Update: There was nothing new about the budget. We should have information before the next meeting.

## New Business:

Update on Board member contact information: Falk asked how everyone wanted to get their information for the board meetings. Torhorst and Rauch want to get their information through email. Rauch asked for his information to be emailed to his aldermanic account. Pockat, Hoffman and Boyle want to get the information through regular mail.

Board signatures for Trust Fund: Falk had Torhorst and Hoffman sign the signature papers for trust fund accounts. Johnson will be signing soon.

City Employee Picnic: The City is having an Employee Picnic on Friday, September 16<sup>th</sup> at Echo Park, and city offices will be closing at 2:00 for the day. Falk asked the Board if the library should also close at 2:00 that day so our employees can attend the picnic. Boyle moved and Pockat seconded the motion to close the Library at 2:00 on Friday, September 16<sup>th</sup> so the library employees can attend the City Employee Picnic. Motion passed.

## Directors Report:

Monthly Report: The circ numbers are up and the walk in numbers are down.

The inside pane of glass on the Jefferson Street door was damaged between closing time Saturday and opening time Monday. (The security of the building was not compromised.) A replacement pane has been ordered and will be installed in about a week.

BPL in the news: There is a Thank You card from Mary Coppennoll to Elena for bringing the book bags to her school. There was also a Thank You card from Sarah Tolle for the library's participation in the Music Matters Chocolate Walk this year. The Library won the Spirit award.

Public Communication to the Board: There is nothing at this time.

Meeting was adjourned at 4:35 PM. Boyle moved and Pockat seconded. Motion passed.

Our next meeting will be on Tuesday, September 27<sup>th</sup> at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,

Steve Rauch  
Aldermanic Representative