

## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 25, 2011 in the Burlington Public Library Story Time Room. Present were Penny Torhorst, Steve Rauch, Pat Hurley, Kay Pockat, Mike Kelly, Dr. David Moyer, Scott Johnson, and Dianne Boyle. Excused were Pat Hoffman and Dianne Boyle. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Johnson called the meeting to order at 4:04.

Minutes of the September 27, 2011 meeting were approved. Hurley moved, and Johnson seconded. Motion passed.

The October 2011 General Fund Bills, Prepays, Reimbursements and September 2011 General Fund Deposits were discussed and approved. Kelly moved approval and Hurley seconded. Motion passed.

Hurley moved and Johnson seconded the motion to approve the October Trust Fund Bills and the September Trust Fund Deposits. Motion passed.

Committee Reports: Hurley reported that the Building and Grounds committee had met to discuss the carpeting at the Library. Money for replacing the carpet was included in this year's budget. The City's Facilities Management Supervisor solicited bids for the carpet. He recommended accepting the low bid from Best Value Flooring, a company that has recently installed carpet at the Police Department. Discussion followed on the best time to close the library for carpet installation. Moyer moved and Johnson seconded the motion to accept the bid from Best Value Flooring. Motion passed. More discussion on when the library will be closed will follow at the November meeting.

The Personnel Committee recommended accepting the City's proposed pay raise of 2% for library staff. Full time staff will be given pay increases on the increments assigned by the City Council. Additionally, money will be set aside to offset payment for sick time when a staff member retires. The personnel committee also recommended giving two additional personal choice days to T. McCarthy for being in charge of the library when Gayle is out of the library.

Finance Committee met and talked about the information on the handout. Having staff members trained to cover for each other resulted in substantial financial savings this year. This year's savings will be used to reduce the city's contribution of general funds for 2012.

Federated Library Report: Lakeshores Library System continues to work on reducing their financial obligations.

Old Business:

Computer Project: We now have 12 internet computers up and running for public use. There have been only two times so far that all 12 computers have been in use at the same time. In another month or two, we will be able to reconsider the time limit we currently enforce.

New Business:

Budget: Kelly moved and Johnson seconded the motion to approve the budget as presented to the Library Board. Motion passed.

County tax exemption form: We are filing the form with both Racine and Walworth County to exempt city residents from the county library tax.

Replacement carpet: This was discussed and decided on during the report by the Building and Grounds Committee.

Investment of trust funds: We have a CD that is coming due soon. The rates are very low at this time. The Board recommended that Falk go for up to 18 months for a term.

Employee and volunteer appreciation: Falk reported that in the past we have used \$300.00 of book sale money for Staff appreciation and also \$25.00 for our one long term volunteer. Hurley moved and Johnson seconded the motion to use \$325.00 of book sale money for staff and volunteer appreciation. Motion passed.

Scheduling director evaluation: Pat Hoffman, as chair of the Personnel Committee, has arranged for the director evaluation to be sent home with the board members at the November Board meeting and returned to Hoffman by mail.

Directors Report:

Monthly Report: The circ numbers are up this month, but the walk-in numbers are slightly down. Falk will now be including the actual number of internet uses on the monthly report. Dr. Moyer will be putting a link to the Library on the School website.

BPL in the news: There were several calendars in the newspaper this past month.

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

Meeting was adjourned at 4:55 PM. Hurley moved and Kelly seconded. Motion passed.

Our next meeting will be on Tuesday, November 15<sup>th</sup> at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,

Steve Rauch  
Aldermanic Representative