

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, November 15, 2011 in the Burlington Public Meeting Room. Present were Penny Torhorst, Steve Rauch, Pat Hurley, Kay Pockat, Pat Hoffman, Dr. David Moyer, and Scott Johnson. Excused were Mike Kelly, and Dianne Boyle. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:00.

Minutes of the October 25, 2011 meeting were approved. Hurley moved, and Johnson seconded. Motion passed.

The November 2011 General Fund Bills, Prepaids, Reimbursements and October 2011 General Fund Deposits were discussed and approved. Rauch moved approval and Moyer seconded. Motion passed.

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

Committee Reports:

Federated Library Report: Falk reported that she has been participating in cataloging meetings lately that are aimed at cleaning up records in the online catalog.

Old Business:

Computer Project: We have purchased 7 used computers from Talmer Bank so that we can have a computer lab again. We are hoping to have classes after the first of the year. The new internet stations are doing well. People like the round tables. We do need to upgrade the electricity in that area. That update is planned for when we are closed for the carpet installation.

Schedule Carpet Installation: Falk stated that the carpet installers are able to work during the week between Christmas and New Years. We will be doing the entire first floor. The City Administrator is encouraging us to close during the installation to reduce our liability. DPW will be helping Brian in moving all the furniture. Johnson moved and Hurley seconded the motion to have the carpet installed between Christmas and New Years. He also moved to close the library from Friday, December 23rd through Sunday, January 1st, with staff paid for holiday and closed days. The Library will reopen on Monday, January 2ⁿ, instead of January 3 like the rest of the city offices. Motion passed.

New Business:

Budget: Falk reported that the budget public hearing is tonight.

Director Evaluation: The Director Evaluation forms were handed out along with a return envelope to the Library. Linda will forward these to Pat Hoffman. Please return these forms before the December meeting on the 20th. Hoffman will then have the evaluation ready for the January meeting.

Falk would like to move the December meeting to Tuesday the 20th. She would like to be able to get as many invoices and pay as many bills as possible. She would like to be able to use as much of the 2011 money as possible. The board agreed.

Falk reported that the Council will be appointing our new high school representative at tonight's meeting. Our representative will be Miranda Meyers from BHS. She will serve from now through May of 2012.

Directors Report:

Monthly Report: Walk in count is down slightly, probably reflecting several classes that are using their own school library now instead of making weekly visits to the public library. The number of internet minutes are the actual number of minutes used and not an estimated amount. We will be able to follow the usage from month to month.

Falk handed out a 2012 calendar with the Library Board dates and the Library closing dates. She would like the board to take it home and look at their calendars and see if they would have any conflicts. We will vote on them at the next meeting.

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

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

Meeting was adjourned at 4:57 PM. Hurley moved and Johnson seconded. Motion passed.

Our next meeting will be on Tuesday, December 20th at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,

Steve Rauch
Aldermanic Representative