

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, December 20, 2011 in the Burlington Public Meeting Room. Present were Penny Torhorst, Steve Rauch, Pat Hurley, Pat Hoffman, Scott Johnson, and Mike Kelly. Excused were Kay Pockat, Dr. David Moyer, and Dianne Boyle. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt. Falk also introduced our new high school representative from Burlington High School, Miranda Meyers. Karen Tolle was also present.

Torhorst called the meeting to order at 4:00.

Minutes of the November 15, 2011 meeting were approved. Kelly moved, and Johnson seconded. Motion passed.

The December 2011 General Fund Bills, Prepays, Reimbursements and November 2011 General Fund Deposits were discussed and approved. Kelly moved approval and Johnson seconded. Motion passed.

Kelly moved and Johnson seconded the motion to approve the December Trust Fund Bills and the November Trust Fund Deposits. Motion passed.

Committee Reports: Report was deferred until Pat Hoffman's arrival.

Federated Library Report: No report.

Old Business:

Carpet Installation: The carpet installation is scheduled to start on Friday, December 23rd and will continue during the week after Christmas.

New Business:

Miranda Meyers, the new student high school representative, introduced herself. She likes English, reading and writing. She is pleased to be appointed to our Board.

County Reimbursement: Torhorst needed to sign the Lakeshores agreement, which delineates the county payments for resident borrowing.

Falk discussed the partnership with the Plaza Theater for film and book discussions. The theater will invite community members to read classic books/short stories. The theater will then provide a free showing of the

film made from the short story. The first one they will be showing is "It's a Wonderful Life" on Christmas Eve.

Board Meeting Dates: Falk handed out a calendar with the following projected Board meeting dates. The dates are January 24th, February 28th, March 27th, April 24th, May 22nd, June 26th, July 17th, August 28th and September 25th, October 23rd November 27th, and December 18th. The board members approved these dates.

Director Evaluation: Hoffman told everyone to get their evaluation forms returned to her soon. She will then have the evaluation ready at the January meeting.

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 Circ numbers are up. We will probably make our goal of total checkouts even with being closed several extra days over the Christmas and New Year holiday for carpet installation.

Joy received her Master's Degree in Information Science this semester. This was a requirement of her hiring. Joy wrote a grant for one of her classes with the theme of "Dream Big, Read" to get Tony Romo to come to the Library for a program. Falk asked the Board if she could have Joy adapt the grant for the Library and then actually apply for it. The Board agreed to go forward with it.

There was further discussion on how trustee boards work and if we had up to date job descriptions. We regularly update our job descriptions.

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

Public Communication to the Board: There is none.

Meeting was adjourned at 4:30 PM. Kelly moved and Johnson seconded. Motion passed.

Our next meeting will be on Tuesday, January 24th at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman
Secretary/Treasurer