

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, February 28, 2012 in the Burlington Public Meeting Room. Present were Penny Torhorst, Steve Rauch, Pat Hurley, and Scott Johnson. Excused were Mike Kelly, Dianne Boyle, Pat Hoffman, Dr. David Moyer, and Kay Pockat. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt, and high school representative Miranda Meyers.

Torhorst called the meeting to order at 4:00.

Minutes of the January 24, 2012 meeting were approved. Hurley moved, and Johnson seconded. Motion passed.

The February General Fund Bills, Prepaids, Reimbursements, January 2012 General Fund Deposits were discussed and approved. Johnson moved approval and Rauch seconded. Motion passed.

Johnson moved and Rauch seconded the motion to approve the February 2012 Trust Fund Bills and the January 2012 Trust Fund Deposits. Motion passed.

Committee Reports: There were no reports at this time.

Federated Library Report: Falk reported that Kristin Hewitt, Lakeshores Library System Administrator, has reached an agreement with the System to adjust her work schedule temporarily. She will resume additional hours in fall.

Old Business: There was none at this time.

New Business:

The Annual Report needs to be filed with the State by March 1st. Falk presented the annual report and discussion followed. Johnson moved to accept the information presented in the annual report and also stated that we felt that the Lakeshores Library System has provided us with effective leadership. Hurley seconded the motion and the motion passed. Torhorst signed several copies of the annual report.

Long Range Goals: Library Building Project. Falk stated that she would like to invite City Administrator Kevin Lahner to our next Board Meeting to explain what the City's plans are for a new library. Falk is starting to collect background information on new libraries. She would also like to visit new or newly remodeled libraries to get a feel of what it is that we would like or not like for our building. Discussion followed on empty buildings in the City and if any would be appropriate for a library.

Friends of the Library: The Friends group has paid for the computers, software, furniture, and electrical upgrade for the computers. They are planning on sending out another letter to acquire additional funds to complete the project.

Directors Report:

Falk reported that our microfilm machine was in need of repair last week. It took several days to locate the part necessary to repair it. Our machine is discontinued and finding parts is very hard. Since the part has been replaced it has been working fine. Falk wants the Board to be aware that if the machine breaks down the parts may not be available. If the machine fails during the year, since this is not in this year's budget, she will be asking the Board to use Trust money to purchase a new machine. A new machine can cost \$11,000.00 with a yearly maintenance fee of \$900.00. If the machine survives the year Falk will be putting it in the 2013 budget.

Monthly Report: We have had more than usual traffic and circulation in January. Falk felt the good weather may have contributed.

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

Falk reported to the Board that the Plaza Theater Classic Movie Program has been cancelled. However, Joy has been asked to do a book talk and lead some games when they show the movie "The Hunger Games".

Falk handed out a copy of the Annual Report that we prepare in-house. It contains reports from each of the library's departments on challenges and accomplishments of the year.

For some years, we have received money from area grocery stores from patron purchases. Pick n Save has discontinued the program, but the Sentry program still provides the library with significant funds. It was suggested that we specify in our reports that the grocery funds are actually all from Sentry now.

Public Communication to the Board: There were none at this time.

Meeting was adjourned at 5:05 p.m. Hurley moved and Johnson seconded. Motion passed.

Our next meeting will be on Tuesday, March 27th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Steve Rauch
Aldermanic Representative