



BURLINGTON PUBLIC LIBRARY

166 East Jefferson Street, Burlington,
Wisconsin 53105

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, May 26, 2020 at 6:30 p.m. by Webinar/Call-In on Zoom.

Present: Savaglia, Larson, Plank, Czaplewski, Guard, Musgrave, Bahr and Preusker. Absent: Chaffee.

Present from FEH Design team: Greg Baum

Also present: Davies, McCarthy and Puccini

- Savaglia called the meeting to order at 6:32 pm.
- **Presentation/Discussion with FEH Design – Stakeholder Presentation.** Baum reported on progress made since our April 28 meeting. Four focus groups were conducted, square footage figures were tweaked, and engineers came to inspect our building and are nearly completed with their study. There is a stakeholder meeting on Thursday, June 4. Davies sent emails to about half the names and letters to the remainder. Davies has received good feedback from the emails so far. Baum said it was a good idea to follow up with a reminder to the contacts before the meeting. A Design Workshop to review all ideas is scheduled for June 10 and 11. Participants will be asked to vote on the plan they like best. Davies will send out the stakeholder list and the time and access information for the June 4 stakeholder meeting, and the June 10 and 11 Design Workshop to the Library Board members.
- Bill Wilson shared the results of his space needs study and focus groups with Baum. The study will set the tone for why we are expanding the library. There is a structural assessment of the building. The space needs study and focus groups had 37 participants. The current square footage of the Library is 16,000 sq. ft., an acceptable size would be 26,000 sq. ft., and an ideal size for future expansion would be 32,000 sq. ft.
- Baun went over a list of potential sites to explore if the library were to relocate. Positive and negative aspects of each site were noted and a list of sites that need more study was made.
- **Nomination & Election of Officers:** Savaglia asked for someone to entertain a motion to nominate officers. Preusker nominated Savaglia for Board President, Plank seconded. Preusker nominated Larson for Board Vice-President seconded by Musgrave. Larson nominated Bahr for Secretary seconded by Preusker. A vote was taken after each nomination. All motions passed unanimously.
- **Public Communication to the Board – None**
- **Trustee Training – Racine County Plan of Library Service –**Davies shared the Plan of Service for funding years 2017 to 2019. For some reason, a new plan was not written for 2020 to 2022 so the old plan will be used for 2020. When the plan is rewritten for 2021 – 2023, Davies hopes to get reimbursements for E-resources and change the policy that penalizes libraries if they carry forward funds from the previous year.
- **Disposition of Previous Minutes** of the April 28, 2020 meeting, Preusker moved approval, Pland seconded. Motion passed.
- **Disposition of General Fund Bills & Trust Fund Bills:** Preusker moved approval as presented and Larson seconded the motion to approve the May Prepays in the amount of \$17,163.17 and May Reimbursements in the amount of \$312.84. Motion passed.
- **Committee Reports:** NONE
- **Federated Library Report:**

- **Delivery services:** Davies sent a letter to the Lakeshores Library Board urging them to reinstate delivery and resource sharing services within the Lakeshores Library System. Davies also shared a document outlining a 7 phase delivery and resource sharing plan.
- **Subscription/Extension of Digital Resources** – Creative Bug is a craft website, Lynda Learning will be renewed and Beanstack is the online replacement of the Summer Reading Program.
- **Director's Report:** Covered elsewhere in the discussion.
- **Monthly Statistics:** All online resources showed an increase.
- **Subscription to Hoopla Digital:** Davies has subscribed to the online movie and audiobook site. There are controls in place to allow each patron four items per month. We can change the budget or cancel if the usage costs go up. We also have a subscription to Kanopy which is less expensive and each patron is limited to 10 items per month. Kanopy has older or unusual items not on Netflix or other similar platforms.
- **Grant for Hearing Loop installation:** Davies attended a workshop in March for ADA in Libraries and won a \$975 grant toward the installation of a hearing loop for the meeting room. The deadline is June 12. Davies hopes to work with Public Works for the installation. The loop will work with hearing aids.
- **Letter Regarding Wi Fi Extension Grant:** Two units will be installed, one unit will be mounted in the park, the other on our building. This is part of a grant Lakeshores Library System wrote and we were fortunate to have been included.

Unfinished Business: There were several items skipped over from the April 28 Library Board meeting, but they were all covered in topics on this May 26 agenda. Bahr asked to add another property that recently went up for sale to the list for the stakeholder meeting.

New Business:

- **Reopening Plans – Overview and discussion** – DPI has been slow to put out guidelines as well as the Wisconsin Economic Development Coalition. Racine County has also put out guidelines. The library has been doing curbside delivery for several weeks and is going well. Staff are doing virtual programming with limited success. Once our plexi glass barriers are in place, we will allow computer use by appointment and possibly enable patrons to come in and browse by appointment. All city employees are required to wear a mask. For appointments, masks will be mandatory. The city attorney said we can require masks be worn but once we open to the public, we probably can't enforce it. We did get a donation of masks that can be given to patrons.

Motion to adjourn the meeting was made by Larson, seconded by Guard at 8:05 p.m. Our next meeting date is Tuesday, June 23, at 6:30 p.m. by Webinar/Call-In.

Respectfully submitted,

Walter Bahr
Secretary