

October 2014

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Brandon Kipp, Wednesday, October 15, 2014, at 4:35 p.m. Jerry Parks, Sarah Goff, Becky Godfrey, Jennifer Klever-Kirkman, Tara Brooks, Chris Johnson, and Director Rhonda Frevert were present. Also in attendance were Friends' Liaison Peg Ell, West Burlington Liaison Steve Rippenkroeger, Sara Garland, and Kathy Gerling. Des Moines County Liaison Rob Engler was absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, October 10, 2014.

Sarah Goff moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Jerry Parks; motion approved unanimously.

Staff Presentation

Library Assistant Kathy Gerling gave a presentation on Interlibrary Loan (ILL). ILL is a service the library offers where patrons can request items that the Burlington Public Library doesn't currently have. First, Kathy checks for the wanted items through SILO, an online database that searches for items at other libraries within the state of Iowa. If the wanted item is not located through SILO, Kathy checks OCLC. This is an online database that searches libraries around the world.

Kathy passed around a map showing books that the Burlington Public Library has loaned and books that have been sent to the Burlington Public Library through this service. Books, audio books, and CDs are sent across the country and loaned to other libraries through this service. The library does not loan DVDs or borrow them. There is no charge for ILL service; there is only a charge if a patron doesn't pick up items requested through ILL.

Kathy shared a fun fact in that some libraries loan cake pans through the ILL service.

January through September 2014 the Burlington Public Library sent 1197 items to other libraries and borrowed 1033 items from other libraries through the ILL service.

Expenditures

Jerry Parks moved the Board to approve the expenditures. Second by Tara Brooks; motion approved unanimously.

Minutes – Board mtg.
10/14
Page 2

Use Statistics

Rhonda Frevert mentioned we are still seeing a downward trend in circulation. Brandon Kipp noticed that according to the Annual Survey, the number of hours the library is open annually is down too and could attribute to the decline in circulation. He also noted that the budget was down by roughly the same percentage as the circulation.

There was a short discussion on the process for withdrawing the collection. Use and condition are factors for the withdrawing of materials. The withdrawn stats are shown on the Collection Development Stats Sheet included with the Board packets each month.

Library Services Report

Next Tuesday the grant check will be presented at the LEGO Robotic Program. This \$500 grant is from Elevate Iowa to implement programming that educates young people and their parents about the varied career opportunities in advanced manufacturing.

Two new shelvers were hired.

Presidents Report

Foundation Meeting was held yesterday.

Board Committee & Liaison Reports

Building Committee

Michael's Engineering completed an energy audit of the library today.

The library recently received proposal for lighting change.

Friends' Liaison

Peg mentioned that the September book sale went well with almost \$3000 in sales. Friends' are looking for a committee to replace Peg and Bill's volunteer duties.

New Business

FY15 Budget Update

Rhonda mentioned the proposal to hire two part-time Aides instead of replacing the Collection Development position. This will allow savings that can be redirected to IT services and collections. The Budget Committee moved the Board to approve this proposal. All in favor; motion approved unanimously.

Annual Report

Becky Godfrey moved the Board to approve the Annual Report. Second by Tara Brooks; motion approved unanimously.

Minutes – Board mtg.

10/14

Page 3

28E Agreement between Burlington and Middletown for library services

The Budget Committee moved the Board to approve the 28E Agreement. All in favor; motion approved unanimously. The Board will need a liaison from Middletown.

There being no further business to come before the Board, Sarah Goff moved the meeting be adjourned at 5:15p.m. Second by Becky Godfrey; motion approved unanimously.

Respectfully submitted,

Rhonda J. Frevert
Library Director