DEPT./BOARD: Library Board of Trustees

DATE: January 10, 2019

TIME: 7:00 pm

PLACE: Library – Director’s Office, Second Floor

AGENDA*

Call to Order
Review of Minutes
Citizens’ Time
Friends Report
Policy Review
Director’s Report
New Business
Old Business
Adjournment

*Agenda is subject to change.
MEMBERS PRESENT: Hiral Gandhi, Kevin Sheehan, Ram Voruganti, Steve Wasserman, Adam Woodbury

MEMBERS ABSENT: Robert Neufeld

OTHERS PRESENT: Karis North – Counsel for the Town of Burlington; Mary Hamel – Resident; Janice Leahy – Resident; Library Director – Michael Wick; Recording Clerk – Alison Varrell

CALL TO ORDER: The meeting was called to order at 7:00pm.

REVIEW OF MINUTES: The Minutes from December 10, 2018 were reviewed.

MOTION: Motion to accept December 10, 2018 Minutes as amended: Steve Wasserman
Second: Ram Voruganti
Motion carried: 3-0-2

Ram welcomed Hiral Gandhi as the newest member of the Trustees. Adam introduced Karis North, Town Counsel, to the Trustees. Mike explained that he had invited Ms. North to speak with the Trustees about the possibilities and restrictions around fundraising and foundations. Ms. North explained the following:

- Library Trustees may fundraise for the Library but they must be in accordance with municipal finance provisions and ethics laws.
  - Funds raised for the Library must go directly to the Library
  - Friends of the Library may fundraise; Trustees as independent residents/Friends may fundraise but they cannot raise funds as a Trustee (conflict of interest).
- Trustees cannot raise money for the Library in circumstances that are ‘inherently coercive.’
- Trustees MUST check to see if the party being asked for funds has any pending business PRIOR to being solicited.
- Trustees MUST disclose names in writing of who was solicited and file a disclosure statement stating:
  - Who solicited whom, on which dates solicitation was made, in which manner they were solicited, and whether or not the parties donated.

Discussion followed. Ms. North stated that she would find out if donations made to the Library are tax deductible. Adam asked if the Library Director is able to solicit funds. Ms. North explained that no municipal employee is
allowed to solicit funds on behalf of a third party organization. Discussion
followed. Ms. North suggested that any solicitations made should be kept
separate so that there is no doubling up with the Friends and the Trustees.
It should be kept as clear as possible who is soliciting potential donors in
each case. Discussion followed. Ms. North said that she would find out if
Trustees could be on a foundation board. Hiral asked for clarification
about foundations. Adam stated that foundations are traditionally the
entities that do larger fundraising.

Hiral asked if donations given to the Library that are earmarked for
specific items are honored. Mike replied yes. Mike then posed a question
to Karis regarding occasionally being asked where people can direct their
donation to the Library. Ms. North stated that a neutral list can be
provided to a potential donor, but the Director (nor any staff member)
cannot offer an opinion as to where the donation should be given. Ms.
Hamel asked if this would affect the May Baskets donations. Steve replied
that the Baskets are taken care of by the Friends. Ms. North added that the
charter delineates how moneys are used.

Mike asked how the idea of fundraising for the Library could get started.
Ms. North stated that any planning cannot be done during a Trustees
meeting because Trustees cannot address fundraising as Trustees for a
third party organization. Ram clarified the statement by giving an example
that he, as an individual (not as a Trustee) could fundraise to help pay for
someone else to organize/run a Foundation that would raise money for the
Library. Mike then asked if there are any situations where the Library
Director could solicit funds. Ms. North replied that yes, as an individual,
he could. But Ms. North referred back to her earlier statement that as a
town employee, the Library Director could not for a third party
organization.

CITIZEN’S TIME: Ms. Leahy enquired about where to get a copy of the Minutes. The
recording clerk handed a copy to Ms. Leahy and stated that all approved
Library Minutes can always be found at the Reference Desk.

FRIENDS: The Friends do not meet until January 17; therefore there is no Friends
Report at this time.

DIRECTOR’S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that
warrant #T27/19 was processed from December 12, 2018 – January 3,
2019 for standard Library business.
Mike explained that he met with Paul Sagarino to go over the FY2020 Budget. Ram asked if every department has the same timeline to produce a budget. Mike responded yes. Adam asked if any structure or format was different. Mike replied no. Mike stated that the guideline is 3.5% across Town. The Library was outside of the guideline, but the major driver of that was the need to increase the materials budget due to minimum materials expenditure requirements set by MBLC (19.84%). Public-use furniture, currently in great need, was also added to the materials and supplies budget. Mike stated that if it weren’t for that particular part of the budget, the Library would have been under the guideline. Mike further explained that if the Library doesn’t meet the required guideline, it would be subject to loss of certification, etc.

Mike continued, explaining that Contracted Services has new lines in the budget that account for Constant Contact, movie licenses, summer reading software (Beanstack), and some of the public programming not covered by the Friends. The Special Accounts lines include special collections, WIFI, robotics for kids, book bags, databases, etc. Mike also explained that under Other Funding Sources, the Town asked for delineation of extra funding sources for clarification and transparency to the public. A document will be produced for Ways and Means that explains those funding sources. Concluding the budget report, Mike reiterated that he is concerned that the Town of Burlington does not fund Library programming in any way.

Steve took the opportunity to commend Mary Hamel on the cleanliness of the Library. The Trustees agreed and thanked Ms. Hamel.

MOTION: Motion to accept the FY2020 Budget as presented: Steve Wasserman Second: Adam Woodbury Motion carried: 5-0-0

Mike presented an offer from Community Health Network Area 15 (CHNA 15) to provide free training for Library staff, focusing on handling mental health issues in libraries. Mike intends to use this as the first session of Staff Training Day and he will coordinate a second training session following the CHNA 15 training. He asked the Trustees to approve closing the Library all day on Wednesday, May 15, 2019 for this training day. Ram asked if this happens every year. Steve replied yes. Ram questioned whether closing the Library for the whole day was necessary as it may be an inconvenience for many people. Mike explained that it costs more to do rotational training in the event that the Library did not close for training. Mike also stated that he is considering building up to a large-
event training session in concert with police and fire (i.e. safety, active shooter, etc.).

MOTION: Motion to approve closing the Library for Staff Training Day on May 15, 2019: Steve Wasserman
Second: Hiral Gandhi
Motion carried: 4-1-0

Mike shared that he has spoken with Amy Warfield regarding the Town website. She informed him that the Town is looking to potentially select a new vendor and change the website in the next year. Mike would like to hire Barbara Alevras of Sage Consulting to perform a focus group to look at whether the new website structure, provided to the Library by the Town, would work within the Library’s needs or whether it would be in the Library’s best interest to opt out of the Town’s website plan. Mike is asking for $1,250 to pay for the cost of a focus group and a community survey. The survey would collect information that could provide a list of requirements and priorities for the Library that could be taken to the yet-to-be-formed website committee. Adam stated that he would like to increase the money requested to include a possible expert consultant on websites for comparison. Ram agreed. Kevin stated that regarding the focus group, a blend of views would be needed for balance. Mike stated that the focus group would be made up of approximately 10-15 seats: members of the public, Friends members, Trustees, and staff members from each department.

MOTION: Motion to approve funding up to $1,400 from LIGMEG to cover the cost of a consultant and survey to find out what patrons need from the Library website: Steve Wasserman
Second: Kevin Sheehan
Motion carried: 4-1-0

Ram stated that he would like to make sure that the survey questions are important ones. Adam asked that the Trustees consider giving more input to the survey.

Mike stated that the Library has received its FY19 certification from the MBLC as well as the first two State Aid payments in the amount of $15,480.62. The second State Aid payment is expected in March 2019.

To increase security and the appropriate use of Youth Services spaces, Mike and Amanda Hogue-Lavallee (Head of Youth Services) would like to redesign a portion of the Youth Services Department. The public
computers would be removed from the YS area as follows: one would remain at the Circulation Desk as a quick print kiosk and the other three would be integrated with the existing computers on the second floor near the reference desk. In place of the relocated computers, Mike and Amanda would like to see a child-friendly iPad station with table-mounted cases on a child-appropriate table that the Library already has. The iPad area would have cameras on it. Mike is asking the Trustees to consider making $2,744 available from discretionary funds for this project. He further explained that the cost of the iPads would count toward the minimum materials expenditure requirement by the MBLC. Discussion was held. Hiral queried about not locking down the iPads. Mike replied that locking them down is a first step only. He will look into not locking them down in the future. He noted that the iPad on the mount is able to swivel in a half circle.

MOTION:

Motion to approve up to $3,000 from the Donations Account to purchase 3 Sphere Table Enclosure Mounts, 3 128GB iPads, and an iTunes card (for apps): Kevin Sheehan
Second: Steve Wasserman
Motion carried: 5-0-0

Mike stated that he is still in the process of collecting statistics and information to present to the Trustees about Fine Forgiveness. He anticipates that he will have the data for the next meeting in February. He also related that National Librarian Day is April 16.

Due to a personal obligation, Mike shared that he will not be able to attend the Trustees’ meeting date on April 11, 2019. He asked if the date could be changed to later in the month to allow newly elected Trustees time to be sworn in and to give him an opportunity to orient new Trustees prior to their first Board meeting. Meeting dates will be discussed at the next meeting.

Mike concluded his Director’s Report by stating that the family of Jackson “Jack” Walsh, an eighteen-month old boy who passed away on December 26, 2018 contacted him. Jack and his parents attended the Preschool Storytimes and other Library programs. The family requested that donations be made to the Library in his memory. To date, $1,325 has been received in donations. Mike will hold the donations until all anticipated donations have arrived and, with the Youth Services Department, an appropriate use of the funds will be planned in Jack’s memory. Currently, there is an idea for a train table—about the length of a conference table with a plaque and photo mounted on the table. Mike is looking at options
Part of the family would like to see something represented in Jack’s memory by his second birthday.

Also, Hewlett-Packard – Retired Employees of Massachusetts, a group that regularly meets in the Library, has provided a $100 donation as a thank you for using the Library meeting room space.

MOTION: Motion to accept a total donation in the amount of $1,325 to date, on behalf of Jackson Walsh: Kevin Sheehan
Second: Ram Voruganti
Motion carried: 5-0-0

MOTION: Motion to accept a donation in the amount of $100 from Hewlett-Packard—Retired Employees of Massachusetts: Hiral Gandhi
Second: Adam Woodbury
Motion carried: 5-0-0

NEW BUSINESS: None

OLD BUSINESS: None

ADJOURNMENT: The meeting was adjourned at 8:58pm.