DEPT./BOARD: Library Board of Trustees
DATE: January 9, 2020 Rescheduled for January 16, 2020
TIME: 7:00 pm
PLACE: Library – Director’s Office, Second Floor

AGENDA*

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

*Agenda is subject to change.
MEMBERS PRESENT: Phil Gallagher, Hiral Gandhi, Robert Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury

MEMBERS ABSENT: None

OTHERS PRESENT: Michael Wick – Library Director; Alison Varrell – Recording Clerk

CALL TO ORDER: The meeting was called to order at 7:05pm.

REVIEW OF MINUTES: The Minutes from December 12, 2019 were reviewed.

Discussion followed.

MOTION: Motion to accept December 12, 2019 Minutes as amended: Rob Neufeld
Second: Phil Gallagher
Motion carried: 5-0-1

CITIZEN’S TIME: None

TRUSTEE REPORTS: Rob attended ISAC. They are working on getting an official committee with the Town.

Phil and Rob met with Mike to go over the budget before presenting it to the Town.

Hiral reported that the Friends approved their budget at the annual meeting this evening. Kelley Lax was elected as the new Vice President.

Mike added that he was invited to a Republic Day celebration, hosted by the IAGB (India Association of Greater Boston), which is being held on January 25 at Burlington High School, but regretfully he cannot attend. The Library is being honored along with several other organizations. Mike asked if a representative from the Trustees could attend in his place. Hiral stated that she would be happy to do so.

POLICY REVIEW: The Trustees reviewed the Patron Behavior Policy and the Internet Acceptable Use Policy. Discussion followed. No changes were recommended for the Patron Behavior Policy.

MOTION: Motion to accept the Patron Behavior Policy as presented: Phil Gallagher
Second: Rob Neufeld
Motion carried: 6-0-0
The Internet Acceptable Use Policy was reviewed. Discussion followed. Rob enquired about the kind of internet that the Library currently has so that he can better inform the Cybersecurity team at the ISAC meetings he attends. Mike explained that the Library currently uses three internet connections: a Town connection, an MVLC connection and a free Comcast connection. The Town connection supports the administrative computers and public WIFI; the MVLC connection supports staff computers and work stations; and the Comcast connection is used as an additional WIFI signal that is unsecured but password protected and allows access for certain software tools that might be restricted on the public WIFI. Discussion followed. Rob added that the Town will be following NIST (National Institute of Science and Technology) rules for internet security. Discussion followed. No changes were recommended for the Internet Acceptable Use Policy.

MOTION: Motion to accept the Internet Acceptable Use Policy as presented: Rob Neufeld
Second: Ram Voruganti
Motion carried: 6-0-0

DIRECTOR’S REPORT:

Mike reported the latest warrants to the Trustees. The Board is aware that warrants #26/20, 29/20 and #30/20 were processed from December 1, 2019 – January 14, 2020 for standard Library business. Warrant #29/20 and #30/20 were processed for Occupancy from December 1, 2019 – January 14, 2020.

Mike presented the FY21 Budget to the Trustees. Mike explained that guidelines were given out on January 11 for level funding all accounts other than salaries. Trustees review the Budget packet. Discussion followed. Phil suggested amending the MELT budget to increase it from $1620 to $2870. Adam added that Mike will need to amend the Library Materials to reflect the change and amend the Budget coversheet as well as the MELT page. Discussion followed.

MOTION: Motion to amend the FY21 Budget as proposed: Phil Gallagher
Second: Rob Neufeld
Motion carried: 6-0-0

Mike reported that as of November 1, 2019 Macmillan Publishers is preventing libraries from purchasing more than one copy of all new eBooks for eight weeks after release to the public. That means that among the 36 public libraries in the MVLC, there is only one copy of a title to
shared Overdrive collection. The boycott began January 8, 2020 and only extends to eBooks published by Macmillan and its imprints, not to other digital products or print materials. Although the MVLC is the first consortium to undertake a consortium-wide boycott of Macmillan, other individual libraries (e.g. Brookline) have done so individually and other consortia appear to be following.

Civics Plus has been selected as the preferred vendor for the Town website redesign. The Town will be signing an initial agreement with Civics Plus to begin the work but is withholding the final agreement until departments determine whether they wish to create Sub-Sites. Mike has received two quotes—one includes a website redesign in four year and the other does not. The Trustees reviewed the quotes. Mike added that Civics Plus offers a personalized 2-day training package for $2,500 that can be delivered directly to library staff. He stated that the cost in the quotes is for a Sub-Site, not a Sub-Page. This way the Library can have a custom-designed site within the Town’s website structure. Discussion followed.

MOTION: Motion to support the Director’s strategy as presented, regarding the establishment of a Sub-Site based on the Town’s adoption of a new website developer: Phil Gallagher
Discussion followed.
Second: Rob Neufeld
Motion carried: 6-0-0.

Mike reported that he and Adam attended the family opening of Jackson’s Reading Nook. The family, although saddened by their loss, were touched by the effort that went in to making the Nook so special. They have expressed an interest in continuing to donate to the Library and the Friends of the Library.

The Library received $100 donation form HP-REM, a group of Hewlett-Packard retirees, as a token of appreciation for the use of the library meeting rooms.

MOTION: Motion to accept a donation in the amount of $100.00 from HP-REM: Kevin Sheehan
Second: Phil Gallagher
Motion carried: 6-0-0
NEW BUSINESS: None

OLD BUSINESS: None

MOTION: Motion to adjourn: Phil Gallagher
        Second: Kevin Sheehan
        Motion carried: 6-0-0

ADJOURNMENT: The meeting was adjourned at 8:25pm.