DEPT./BOARD: Library Board of Trustees
DATE: November 14, 2019
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, Robert Neufeld, Ram Voruganti, Adam Woodbury

MEMBERS ABSENT: Hiral Gandhi, Kevin Sheehan

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

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

REVIEW OF MINUTES: The Minutes from October 10, 2019 were reviewed.

MOTION: Motion to accept October 10, 2019 Minutes as presented: Rob Neufeld
Second: Ram Voruganti
Motion carried: 4-0-0

CITIZEN’S TIME: None

TRUSTEE REPORTS: Rob reported that Cyber Security/ISAC (Information Systems Advisory Committee) meeting was cancelled this month.

Adam shared the Friends’ report that Hiral sent to the Trustees. The book sale made $3,600. The Friends also reported that they have approximately $8,000 in checking, $18,000 in a CD and $128,000 in savings. The Volunteer Tea feedback was very positive. Volunteers appreciated the more “upscale” celebration that was held this year. Discussion followed.

POLICY REVIEW: The Trustees reviewed the Collection Development Policy and the Museum Pass Policy. Discussion followed. Pagination will be added per Mike. No changes were recommended.

MOTION: Motion to accept the Collection Development Policy and the Museum Pass Policy as presented: Phil Gallagher
Second: Rob Neufeld
Motion carried: 4-0-0

DIRECTOR’S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #T15/20, #T16/20, #T17/20, #T18/20, #T20/20 and #T21/20 were processed from September 21, 2019 – November 1, 2019 for standard Library business. Warrant #T15/20, #T16/20, #T18/20 and #T21/20 was processed for Occupancy from September 21, 2019 – November 1, 2019.
Mike reported upcoming events for the Library. Patrons can now sign up for Author alerts. The Library will be rolling out advertising regarding the new service in the upcoming weeks. The Library is now fine-free as of November 18. Discussion followed. New advertising that has been promoted to date appears to have made a positive difference. Discussion followed. Mike also reported that a staff meeting was held regarding the Library going fine-free.

Mike stated that the MVLC has assisted in providing an app that acts as a one-stop shop for many library services. The app will be branded specifically for each member library and will provide access to a mobile-friendly catalog, patron accounts, e-books and downloadable audiobooks, the ability to scan an ISBN and search the library catalog for the item, and a library locator. The MVLC will provide promotional materials and how-to resources to patrons closer to the anticipated mid-December roll out. The MVLC has had to delay the testing of automatic renewals due to delays on the part of the vendor. The anticipated automatic renewal test date is slated for late January/early February 2020.

During his staff meeting, Mike reviewed the emergency closure procedures and Person(s) in Charge protocol with staff for when he is unavailable. The Trustee Chair will be notified in the event of an Emergency or Unexpected Closure. The Person in Charge ‘Tree’ is as follows:

1. Director
2. Assistant Director
3. Department Head(s)
4. Reference Desk

Mike stated that the staff has Trustee phone numbers for contact purposes.

The 2020 Calendar of Holidays was shared with the Trustees. Mike expressed his concerns for Library staffing/closure the weekend following the Christmas holiday of 2020. Discussion followed. The 2020 calendar will be revisited at a later date.

MOTION: Motion to approve the 2020 Calendar of Holidays as presented: Phil Gallagher
Second: Rob Neufeld
Motion carried: 3-0-1
Mike reported that he has received numerous requests from the public to provide a nursing area in the Library. Mike, along with Amanda Hogue-Lavallee (Youth Services), would like to change the diaper changing area into a nursing area. Baby changing stations would need to be installed in the Youth Services bathrooms to make room and still maintain current amenities. Mike asked the Trustees to consider approving $450 from LIGMEG funds to purchase two baby changing stations for that purpose.

**MOTION:**
Motion to approve the purchase of two baby changing stations in the amount of $450 from LIGMEG funds for the Youth Services bathroom:
Ram Voruganti
Second: Phil Gallagher
Motion carried: 4-0-0

Mike reported that due to significant increases in both state and federal funds, the MVLC is in excellent shape for FY2021. As it pertains to Burlington, the Library will not see an increase in their operating assessment in FY2021, as it will remain at $49,925. The e-content assessment will also remain the same as FY2020 by remaining at $5,670. This is the fourth year in a row that our members’ operating assessments have not increased.

The Library received a $100 donation from Haywood Satz, a patron of the Library.

**MOTION:**
Motion to accept the donation in the amount of $100 from Haywood Satz, a patron of the Library: Ram Voruganti
Second: Adam Woodbury
Motion carried: 4-0-0

**NEW BUSINESS:**
The Children’s Events flyer was discussed.

**OLD BUSINESS:**
None

Ram Voruganti left the meeting at 7:56pm.

**ADJOURNMENT:**
The meeting was adjourned at 7:56pm due to lack of quorum.