TOWN OF BURLINGTON

Meeting Posting

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Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Library Board of Trustees
DATE: December 12, 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, Hiral Gandhi, Robert Neufeld, Kevin Sheehan, Adam Woodbury

MEMBERS ABSENT: Ram Voruganti

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 November 21, 2019 were reviewed.

MOTION: Motion to accept October 10, 2019 Minutes as amended: Phil Gallagher
Second: Rob Neufeld
Motion carried: 3-0-2

CITIZEN’S TIME: None

TRUSTEE REPORTS: Rob reported that Cyber Security/ISAC (Information Systems Advisory Committee) meeting met on December 6. It is looking to establish itself as a permanent advisory committee to all Town Departments and is hoping to present its case at the May 2020 Town Meeting. Discussion followed. The next ISAC meeting will be held January 13 at 7:30pm at Grandview Farm.

Hiral shared that the Friends’ current Vice President, Christine Abramo, is stepping down and Kelley Lax is expected to be nominated as Vice President. Discussion about membership options. Hiral stated that the Friends are looking to streamline memberships compared to past years’ membership options. Discussion followed. Hiral stated that the large donation that was made a couple of months ago has been placed in savings for now until a committee is formed to decide on the best way to invest the money. Mike explained that the options for investments are different for the Friends due to their organizational status. Personal banking rates for CDs, money markets, etc. are not available to the Friends because of this. Hiral stated that the prospective committee is needed in order to do more research on financial options available to the Friends. Discussion followed. January 16 is the Friends Annual Meeting.

POLICY REVIEW: The Trustees reviewed the In-house Laptop Loan Policy and the Staff Development Policy. Discussion followed. No changes were recommended for the In-house Laptop Loan Policy.
MOTION: Motion to accept the In-house Laptop Loan Policy as presented: Rob Neufeld
Second: Hiral Gandhi
Motion carried: 5-0-0

Kevin enquired whether adding a statement to the Staff Development Policy regarding professional skills training might be useful in this policy. Discussion followed. An additional bullet point stating “Training related to staff responsibilities” will be added to the policy under “‘Staff Development’ is defined as: ….” Discussion followed.

MOTION: Motion to accept the Staff Development Policy as amended: Phil Gallagher
Second: Kevin Sheehan
Motion carried: 5-0-0

DIRECTOR’S REPORT: Mike reported that there were no warrants submitted after November 2, 2019 for Library municipal accounts.

Mike related that the private family unveiling of Jackson’s Reading Nook will be held Saturday, January 11, 2020 from 9-10am, before the Library opens. Mike stated that it would be appropriate for a Trustee to attend even though the event is a private one for family members only. Discussion followed. Adam and Hiral stated they were happy to attend.

As mentioned last meeting, the MVLC mobile app for the Library is anticipated in January-February of 2020. It is currently being personalized for the BPL before it is pushed out to patrons.

Amy Warfield received 4 separate proposals from vendors interested in designing and implementing a new website for the Town. At the December 3 meeting, there were two vendors of interest identified as potential candidates. Currently Mike is checking references. The next step will be to invite them to provide demos and presentations on their product. One of the candidates is a well-known website designer for Libraries. Discussion followed.

Mike reported that he spoke to Action Lock and Key about updating the lock system for the Library. They suggested delaying the process of getting a quote to change the lock cores until after employees are used to the new process and when AL&K receive equipment that will significantly decrease the cost of installing a restricted key system.
Mike worked with a representative to create a system for the Library that provides the control needed for security yet allows for ease of use. The Trustees were directed to the quote provided. Mike stated that the quote also included changing the mechanism for the internal basement entry door, frequently left open to be used by maintenance workers in the building, to install a night latch function that automatically locks the door when the key is removed. Discussion followed. Adam asked about having the basement door “fobbed” to prevent contractors walking away with keys. Mike stated that if the Trustees were interested in doing that he would also ask for “fobbing” the door that gives workers access to the roof for HVAC, etc. Discussion followed. Mike will ask Action Lock and Key to give a quote for creating fobbed locks for the basement entry and the rooftop doors. Discussion followed. Mike stated that if the quote came back as financially acceptable to the Trustees, he would ask the Trustees for funds to create the fobs at a later date.

MOTION: Motion to approve the purchase of new locks and cores for Library security updates in the amount of $7,535.80 from LIGMEG funds: Rob Neufeld
Second: Phil Gallagher
Motion carried: 5-0-0

Discussion was held regarding the Library budget being voted on at the next Trustees’ meeting on January 9, 2020. Rob stated that he will not be in attendance at the next meeting.

NEW BUSINESS: None

OLD BUSINESS: None

MOTION: Motion to adjourn: Kevin Sheehan
Second: Adam Woodbury
Motion carried: 5-0-0

ADJOURNMENT: The meeting was adjourned at 7:58pm.