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By Town Clerk's Office at 8:42 am, Feb 03, 2020

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: February 13, 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.



RECEIVED

By Town Clerk's Office at 4:45 pm, Mar 26, 2020

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
DIRECTOR'S OFFICE
TRUSTEES MEETING
February 13, 2020
MINUTES

MEMBERS PRESENT: Phil Gallagher, Robert Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury

MEMBERS ABSENT: Hiral Gandhi

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 January 16, 2020 were reviewed.
Discussion followed.

MOTION: Motion to accept January 16, 2020 Minutes as amended: Rob Neufeld
Second: Ram Voruganti
Motion carried: 5-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: Rob reported that ISAC will be going before the Town By-Laws committee to make ISAC a permanent committee of 9 people: 1 from the schools, 1 from the Library, 1 from the Police, 1 from the DPW and 5 people appointed by the Selectmen. Rob will find out more about how much technology experience the committee members will be required to have and he will look into a .GOV website address for the Town.

Adam reported that the Friends membership is a little low at this time based on their annual membership drive. He also stated that the Friends had received a large donation.

POLICY REVIEW: None

DIRECTOR'S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #31/20, 32/20 and #33/20 were processed from January 15, 2020 – February 4, 2020 for standard Library business. Warrants #32/20 and #33/20 were processed for Occupancy from January 15, 2020 – February 4, 2020.

Rob and Phil reported that the Ways and Means subcommittee did not vote on the budget (due to illness of committee members) but stated that there were no questions or concerns from the committee.

Mike thanked Phil for his suggestion of increasing staffing regarding program promotion and advertisement. A conversation has been started at

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Ways and Means about the need for personnel. The full presentation of the budget to Ways and Means will be held on March 4. Phil and Rob will attend but will abstain.

Mike reported that he has scheduled a follow up with Civics Plus (Town's chosen website developer) on February 25 so that several staff can have a tour, including backend capabilities. In speaking with the Town individuals overseeing the process, they have expressed their hope to provide between \$4,000-\$5,000 from the original warrant to the implementation of the sub-site for the Library as well as ongoing funding for the associated annual fees. A quote was provided to the Trustees to reference.

May Basket solicitation will begin in March. Mike asked the Trustees to consider allocating \$200 from the donations account to cover expenses, including: the purchase of baskets, wrapping and ribbon. Discussion followed.

MOTION:

Motion to fund \$200 from the Donations account to cover supply expenses for May Baskets: Rob Neufeld
Second: Phil Gallagher
Motion carried: 5-0-0

Mike is working with Ginna Shahid, President of the Friends, to plan the 2020 Volunteer Appreciation Brunch. The Friends would like to hold the next brunch on Saturday, June 13, 2020. Mike asked the Trustees to consider allocating \$500 from the donations account to cover expenses. Discussion followed. Phil asked if an attendance sheet would be appropriate to track numbers to see if they are growing. Discussion followed. Discussion was held regarding the possibility of changing the account that the funds would be drawn from.

MOTION:

Motion to fund \$500 from LIGMEG to cover supply expenses for the June 13, 2020 Volunteer Appreciation Brunch: Phil Gallagher
Second: Ram Voruganti
Motion carried: 5-0-0

Mike received a quote to add proximity card sensors for the custodial doors to the Library alleviating the need for dispensing keys to contractors. The location of the basement door necessitated a second control panel, increasing the overall cost. A quote was provided to the Trustees for their reference. Discussion followed. Mike recapped the door installation procedure for the Trustees. Discussion followed. Mike

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reviewed the current security in the Library and previewed what would change with the new quote. Discussion followed. Mike stated that after the upgrade he would not consider more changes until after the space planning for the Library was completed. Discussion followed.

MOTION:

Motion to approve funding \$7,161 from LIGMEG to purchase additional door security and a second control panel: Phil Gallagher
Second: Adam Woodbury

Discussion followed. Mike stated that he would check to see if a lower quote could be obtained by telling Action Lock and Key that the Trustees are somewhat hesitant to fund. The Trustees asked Mike to enquire if an itemized quote for costs is available.

Motion carried: 5-0-0

Mike reported that as a result of Town employees being notified about Jackson's Reading Nook, Chief Mike Kent of the Burlington Police Department reached out and offered the use of the public relations agency that the BPD and BFD use to handle press releases and inquiries. Mike was happy to report that the press release created for the Library by the John Guilfoil Public Relations (JGPR) agency regarding the unveiling of Jackson's Reading Nook received more interest than expected. After using JGPR's service, Mike was provided with a contract proposal for future services for the Library. He expressed his agreement and support of purchasing such a contract and discussed with the Trustees. The proposal was shared with the Trustees. Discussion followed.

MOTION:

Motion to approve funding \$3,360 from LIGMEG to purchase a Public Relations contract with JGPR: Phil Gallagher
Second: Ram Voruganti

Discussion followed.

Motion carried: 5-0-0

Mike reported that the Herlihy and Walsh families donated \$5,000 as an unrestricted gift to the Friends of the Burlington Public Library. In their donation they noted that the gift is "in appreciation of the above and beyond efforts of Mike Wick and the Burlington Public Library in helping Michelle, Harry and our families honor the life of Jackson Walsh." Mike stated that even though the gift is unrestricted, he would like to see the

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Library use the funds to continue efforts to improve services to children and their families in the community. Discussion followed.

The Library is ready to test out automatic renewals. The tentative date to do so is Tuesday, February 18. Mike explained the process of how auto renewal notifications will be sent. Auto renewals will only be given for those items checked out at the Burlington Public Library. This will provide a better count of actual circulation. Discussion followed.

The Senior Library Technician position has been filled. Sandra Woodbury comes to Burlington via the Billerica Public Library where she was an Adult Services Librarian. Sandra begins on Tuesday, February 18.

The Library received a \$50 donation from Daniel and Patricia Robichaud for Jackson's Reading Nook. A \$50 donation, along with many books, was also received from Caitlin DeSoye for Jackson's Reading Nook. A \$100 donation and two books were received from the Weber family for Jackson's Reading Nook.

MOTION: Motion to accept \$200 in donations from the family of Daniel and Patricia Robichaud, Caitlin DeSoye, and the Weber family: Rob Neufeld
Second: Kevin Sheehan
Motion carried: 5-0-0

NEW BUSINESS: None

OLD BUSINESS: Adam asked about the status of space planning for the Library. Mike stated that Marnie has created a very thorough packet of potential vendors for space planning and proposals that other libraries have made for their own space planning. Mike stated that the ultimate goal, provided the Town does not approve a new building for the Library, is to use space planning to ensure that everything that can be done to improve the current building is considered. The public will be asked what they want their Library to have/be like. Discussion followed.

MOTION: Motion to adjourn: Ram Voruganti
Second: Adam Woodbury
Motion carried: 5-0-0

ADJOURNMENT: The meeting was adjourned at 8:15pm.