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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: March 12, 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.



BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
DIRECTOR'S OFFICE
TRUSTEES MEETING
March 12, 2020
MINUTES

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By Town Clerk's Office at 11:48 am, May 11, 2020

- MEMBERS PRESENT: Hiral Gandhi, Robert Neufeld, Kevin Sheehan, Ram Voruganti
- MEMBERS ABSENT: Phil Gallagher, Adam Woodbury
- OTHERS PRESENT: Michael Wick – Library Director; Marnie Smith – Assistant Library Director; Alison Varrell – Recording Clerk
- CALL TO ORDER: The meeting was called to order at 7:04pm.
- REVIEW OF MINUTES: The Minutes from February 13, 2020 were reviewed.
Discussion followed.
- MOTION: Motion to accept February 13, 2020 Minutes as amended: Kevin Sheehan
Second: Rob Neufeld
Motion carried: 3-0-1
- CITIZEN'S TIME: None
- TRUSTEE REPORTS: Rob reported that the Ways and Means Committee approved the Library budget. Rob also attended that joint ISAC and Capital Budget Committee meeting where they approved new network hardware and software. Rob iterated that the tightest security measures are those where no one at any time discloses the security that is currently being used.
Hiral reported that the Friends met on March 2. They are looking to build their name up with the public and increase memberships. Ideas were brainstormed to do that as well as the marketing that would be needed for follow-through.
- POLICY REVIEW: The **Child Safety, Emergency Closing and Patron Privacy Policy** Reviews were postponed due to re-prioritized items on the agenda concerning upcoming nationwide Public Health mandates affecting all Town departments.
- DIRECTOR'S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #34/20, 36/20, 37/20 and #38/20 were processed from February 5, 2020 – March 10, 2020 for standard Library business. Warrants #34/20, 37/20 and #38/20 were processed for Occupancy from February 5, 2020 – March 10, 2020.
Mike reported that the Burlington Board of Health and the Town Administration have been working closely with Town Department Heads to coordinate an effective response to the ongoing developments related to

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
DIRECTOR'S OFFICE
TRUSTEES MEETING
March 12, 2020
MINUTES
(Page 2)

COVID-19. Current measures taken within the Library for health and safety were discussed as well as the recent decision to close all schools for two weeks. Mike stated that he has worked with Marnie on the likelihood that Town departments will be affected and they feel that there are enough work projects for staff to do if the Library is closed to the public. It was communicated to Mike through the Town that there may be a need to shut down all Town facilities and have them on essential functions with a skeleton staff in the future.

At the present time with the information that has been given so far, Mike would like the Library to be closed to the public but open to staff for the next two weeks. He sees the Library as being closed as of Saturday, March 14, 2020 which leaves time for notice to be given to the public. His recommendation is that the Library be closed to all on March 14 and March 15 and then be open to staff only from March 16 – March 27, 2020 (also no staffing the weekend of March 21-22). During this time there would be the possibility that some staff would not report on March 16 due to childcare or personal choice. Mike stated that he believes that keeping the same hours would work best, with the caveat that weekend staff who would lose their hours, would “fold” them into the week, as with past Saturday closures. Discussion followed.

MOTION:

Motion to close the Library to the public from Saturday, March 14 through Friday, March 27, 2020, keeping it open to staff, with the option to revisit the closure dates based on the Town's mandates: Rob Neufeld
Second: Hiral Gandhi

Discussion followed.

Motion carried: 4-0-0

Discussion followed regarding Library tasks during closure.

Mike reported that the staff feels confident that Civics Plus will design a subsite appropriate for the Library and that the staff-side of the subsite that they were shown was user-friendly and provided them with the appropriate level of control. Mike has followed up with Amy Warfield and let her know that the Library is ready to proceed with the subsite and additional training previously quoted. Mike also stated that the Library will be the only department that will have its own subsite and accompanying training. The Town is still willing to give funds toward the Library's subsite.

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
DIRECTOR'S OFFICE
TRUSTEES MEETING
March 12, 2020
MINUTES
(Page 3)

MOTION:

Motion to approve funds up to \$15,000 from LIGMEG to purchase a Civics Plus web subsite and continuing maintenance for one year: Rob Neufeld

Second: Hiral Gandhi

Motion carried: 4-0-0

Regarding the upcoming May Baskets, Mike stated that he will contact Adam about organizing the Trustees' annual May Basket contribution.

Mike reported that as part of his desire to increase the Library's participation in local cultural opportunities, he has been part of the Burlington Sculpture Park Committee since it began in January 2019. After much hard work on the part of the committee, the Board of Selectmen voted to approve the Sculpture Park at their March 9 meeting. The park will be located between Grandview and the Police Department, with an additional sculpture placed across the street at the corner of the Common. Mike stated that he would like to take the opportunity to have a smaller sculpture—one of the sculptures presented to the committee—placed in front of the Library as another part of the 'sculpture walk' that the park would create. The sculpture choices were gathered by the committee, which put out a call to artists that it was interested in seeing a variety of sculpture options. These sculptures would come with a maximum cost of \$2500 (directly paid to the artist) for a 2-year temporary installation including an option to buy at the end of the lease. The proposed sculpture options were presented to the Trustees in a handout. Discussion followed. Mike believes that having one of the sculptures at the Library will increase traffic from interested individuals seeking out the new cultural opportunities that Burlington affords. The tentative date for the Sculpture Park unveiling is June 2020 with the park temporarily occupying the space for 2 years, after which time the Selectmen will revisit the plan. Discussion followed. Rob suggested that perhaps having the public involved in the choice of sculpture for the front of the Library would raise excitement and increase community involvement at the Library. Discussion followed. Mike stated that if the Trustees wanted to purchase, appropriations could be made from the Donations account. Mike suggested that the Trustees might consider funding an extra \$500 (for a total of \$3,000) for the sculpture lease in the event that a cement pad is needed. Ram asked if more information could be gathered for the next meeting so that the full Board could be informed. Mike added that the Town's liability insurance would cover the sculpture. Discussion followed.

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
DIRECTOR'S OFFICE
TRUSTEES MEETING
March 12, 2020
MINUTES
(Page 4)

A posting was made on February 25 for the position of Assistant to the Children's Librarian. Mike stated that he expects that interviews will be held shortly after the March 13 deadline for applications.

Cara Enos, Marnie Smith and Mike attended the Public Library Association meeting in Nashville, TN in late February. All greatly appreciated the opportunity to attend and felt that they returned with a wealth of ideas for the Library. Mike explained that the theme of the conference was Equity, Diversity and Initiatives. Most of Mike's time at the conference was spent attending events related to space planning and human relations, including meeting vendors related to space planning and innovative products for youth services. Mike and Marnie both spoke about their take-aways from the conference. Discussion followed.

- NEW BUSINESS: None
- OLD BUSINESS: None
- MOTION: Motion to adjourn: Kevin Sheehan
Second: Rob Neufeld
Motion carried: 4-0-0
- ADJOURNMENT: The meeting was adjourned at 8:29pm.