TOWN OF BURLINGTON

Meeting Posting

DEPT./BOARD: Library Board of Trustees

DATE: April 10, 2019

TIME: 7:00 pm

PLACE: Library – Director’s Office, Second Floor

AGENDA*

Call to Order
Election of Officers
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, Ram Voruganti, Adam Woodbury

MEMBERS ABSENT: Kevin Sheehan

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

CALL TO ORDER: The meeting was called to order at 7:02pm and turned over to the Recording Clerk.

ELECTION OF OFFICERS: The recording clerk called for nominations for Chairperson of the Board of Trustees.

MOTION: Motion to nominate Adam Woodbury as Chairperson: Rob Neufeld

Second: Phil Gallagher

Motion carried: 5-0-0

The clerk turned over the meeting to Adam. Adam asked if there were any nominations for Vice Chairperson.

MOTION: Motion to nominate Ram Voruganti as Vice Chairperson: Phil Gallagher

Second: Rob Neufeld

Motion carried: 5-0-0

Ram welcomed the newly elected Trustees, Phil Gallagher and Hiral Gandhi. He thanked both for returning to the Board and thanked Rob for returning as well. Phil introduced himself as a long-time volunteer at BCAT (37 years), a weekend newscaster and a member of the Board of BCAT as well as a former Library Trustee.

Adam stated that he would like to take the opportunity to review the Meeting By-Laws for the Board to see if any changes needed to be made. Discussion was held.

MOTION: Motion to accept the Board of Library Trustees Meeting By-Laws as presented: Rob Neufeld

Second: Hiral Gandhi

Discussion followed.

Kevin Sheehan joined the meeting at 7:15pm.
Ram offered to amend the Board of Library Trustees Meeting By-Laws to allow the Chairperson to “second” a motion in addition to the Chair’s current voting rights: Ram Voruganti
Second: Phil Gallagher
Motion carried to accept the By-Laws as amended: 6-0-0

REVIEW OF MINUTES: The Minutes from March 14, 2019 were reviewed. Discussion followed regarding the Town Clerk doing some research regarding votes needed for write-in candidates. Amy Warfield said that if the position is not a full-term one then a write-in candidate does not need 50 votes or more to be elected.

MOTION: Motion to accept March 14, 2019 Minutes as amended: Hiral Gandhi
Second: Rob Neufeld
Motion carried: 4-0-2

CITIZEN’S TIME: None

TRUSTEE REPORTS: Ram reported the Friends meeting he attended. The Book Sale is scheduled for Friday, Saturday and Sunday, April 26-28. Set-up day will be Thursday, April 25. He stated that on the ‘big’ book collection dates there were more than 2,000 books collected. The Friends are planning to purchase a small banner for their tables and they are considering purchasing 250 book bags. August 13 is scheduled for the Flatbread Pizza Fundraiser. Fifteen percent of pizza ticket sales will go to the Friends.

Ram also stated that as of April 1, the Friends currently have 147 members. He related that discussion was held regarding the transfer of money and responsibilities regarding museum passes and raffles, etc. It was also reported that the Friends’ budget is balanced. The next meeting of the Friends of the Library will be held on May 6. Discussion followed regarding summer adult programming. Mike responded that typically the Library does not have much adult programming in July and August due to lagging attendance (patron vacations, etc.) but programming will pick up again in September.

POLICY REVIEW: Mike enquired whether there were any Board members who would like to participate in developing a Sponsorship Policy. Discussion followed. Phil stated that in the past, there had been some discussion about a boilerplate codicil for wills in the past. Discussion followed. Adam posed the question of how the Library could handle plaques and recognitions. Mike added his additional concern regarding the lack of permanence that is inherent to a public facility. He stated that having a policy for both parties
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(donor and recipient) would provide a “roadmap” of understanding. Discussion followed. Mike stated that he would like to have a policy ready to draft by May.

DIRECTOR’S REPORT:

Mike reported the latest warrants to the Trustees. The Board is aware that warrants #T39/19, #T40/19, and #T41/19 were processed from March 2, 2019 – April 1, 2019 for standard Library business. Warrants #T39/19 and #T40/19 were processed for Occupancy from March 2, 2019 – April 1, 2019.

Kevin Sheehan left the meeting at 7:56pm.

Mike reported that Burlington Reads finished with 72 people participating in the Library’s five programs and had over 200 circulations of Burlington Reads materials. Based on the low programming turnout, Marnie and Mike will discuss future Burlington Reads events to see what can be improved and/or changed. Mike contacted Callie Graham, Burlington High School Librarian. She informed Mike that they are very interested in taking the excess books (over and above copies added to the Library’s collection) from Burlington Reads for various English curriculum and teacher created activities. Mike also reported that ComixCon was a huge success. The door counter registered 1,034 hits at the end of the day and many rave reviews were heard from attendees of all ages and staff. The public anticipates another ComixCon next year. Mike discovered that Pax - East, a gaming weekend in Boston, was held the same weekend as ComixCon. He has heard that tabletop gaming is very popular and he is considering the possibility of having some tabletop gaming at the next ComixCon.

This year’s staff professional development day will take place on Wednesday, May 15. Part of the programming is provided through a grant from Community Health Network Area 15 (CHNA 15) to provide free training on handling mental health issues in libraries for library staff. The second part of the day will be a program entitled, “Until Help Arrives.” This program will be provided by Christine Paulik, Supervisory Nurse from the Burlington Board of Health, in concert with employees from the Burlington Police and Fire Departments. This program was recently developed by several federal agencies to empower bystanders to appropriately react in emergency situations. The training does not replace First Aid or CPR training, but participants will learn how to provide first on scene care to minimize injury or death in emergency situations. Mike stated that he is looking into a third program for professional development day—possibly drills. Adam mentioned that there are several staff
scavenger hunts that can be effective with locating fire exits, defibrillators, fire extinguishers, etc. Ram queried whether staff members are CPR trained. Mike responded that CPR training is not mandatory. The Burlington Fire Department could do it, but it would come with a cost. Mike also noted that the Library has a defibrillator on every floor and no training is necessary to use it. Mike asked the Board if they would provide funding to purchase lunch for the staff for professional development day as has been past practice. He estimated the cost for a catered lunch for 32 people from Servizio in Burlington to be $700.

**MOTION:**

Motion to approve up to $700 from the Donations Account to fund a catered lunch for the Library Staff for Professional Development Day: Phil Gallagher
Second: Hiral Gandhi
Motion carried: 5-0-0

Mike reported that the Library has received the second and final installment of its State Aid award from the MBLC. The second award was for $15,849.93, making a total of $31,330.55 for FY2019.

In reviewing general building safety, it was recommended by both the Facilities Department and the Police Department that the Library transition to a keyless access system for the two employee entrances. Mike believes that the exterior and interior door locks have not been changed since the building opened in 1995. There is a concern for key control as well, in that many staff have come and gone during the years and the keys are not restricted. Mike received a quote of $6,353.90 from the Facilities Department’s preferred lock company to install keyless fob entry systems on the side book drop entrance and the rear employee entrance. He stated that this would be a first step in addressing some of the security concerns identified. The keyfob system would work with the key locks currently in use. A second step in the future would require rekeying the locks. Mike asked the Board that they consider a) providing funding for this needed security update and b) being receptive to a future request to update exterior and interior door locks. Discussion followed. Ram stated that he would like to see three quotes for the installation. Mike explained that because the cost is estimated to be under $10,000, three quotes are unnecessary. Questions were brought up regarding whether or not security cameras would be part of the security upgrade and whether having alarms installed might also be part of that process. Discussion was held. Mike stated that regarding security cameras, the Town would assist in that installation.
MOTION: Motion to approve spending up to $6,753.00 out of LIGMEG to install a keyless fob entry system and increase the number of clamshell proximity cards to 100: Rob Neufeld
Second: Phil Gallagher
Motion carried: 5-0-0

Mike reported that he has heard many positive remarks regarding the ongoing landscape improvement at the Library. The Parks and Recreation Department has relocated the bench donated by the Bhattacharya family and will be installing the cement footers and plaque for the Mary Cummings Park bench soon. The Burlington Garden Club and a representative from the Burlington Beautification Committee will be meeting with Mike in April to discuss final plans for plantings that will be added to the front of the Library along the building façade. The Garden Club, in conjunction with the Recreation Department, have committed to purchasing and planting two Rainbow pillar Serviceberry trees to replace the two badly damaged and dying trees nearest the flagpole at the front of the Library. Mike is requesting that the Board consider approving $600 from the Donations account to be spent in support of these landscaping plans.

MOTION: Motion to approve $600 from the Donations Account for perennial plantings outside the Library building: Rob Neufeld
Second: Hiral Gandhi
Discussion followed.

Ram suggested getting some plantings that make the Library more beautiful in the summer months. Mike stated that the Library lot gets a lot of shade, which limits some choices of flowering plants. Phil suggested Impatiens as a choice although they are annuals. Hiral stated that Impatiens is used a lot in the front planters. Discussion followed. Adam queried whether the Garden Club might be willing to do yearly annual plantings. Mike said he would ask when he meets with the Garden Club next week. Phil asked Mike if he could get some feedback from the Garden Club regarding planting choices.

Phil amended the motion to increase the amount from $600 to $1,000 to be approved from the Donations Account for more colorful plantings and beautification surrounding the Library.

Motion carried: 5-0-0
Mike will be attending the Massachusetts Library Association (MLA) annual meeting on Wednesday, May 20, 2019 as a participant on the panel “They Didn’t Teach Me That in Library School,” which will cover resources to help attendees build skills and knowledge that aren’t covered by most graduate library science programs. Adam enquired if the Trustees should attend. Mike stated that this meeting is geared more toward Library Professionals than Trustees. Rob asked Mike to check out and report back any technical information while he is at the meeting. Mike responded that he would and added that he has decided to withdraw his request to attend the upcoming ALA meeting.

May Basket donations have started to arrive. Baskets will be on display throughout the month of May with a drawing coordinated by the Friends on Thursday, May 30. Past practice has been that the Trustees have donated a group basket. Mike requests that the Trustees continue the tradition. Discussion followed. Adam stated that he would be happy to be the point person for this year’s Trustees’ basket.

Mike reported that in FY19, the Library is expected to expend $23,841 in additional circulation materials purchases (above the amount provided by the Town) in order to meet the required minimum text expenditures set by the MBLC. The Trustees have already allocated $17,532 to meet this goal, leaving $6,309 to be allocated and expedited before the end of FY19. Ram asked if Mike has suggestions on how to spend the funds. Mike replied that he would spend some of the funds on Overdrive materials and Hoopla. Discussion followed. Mike stated that patron demand for e-resources is high, so putting funding towards those will not only help meet the MBLC requirements but will also work well within the Strategic Plan.

MOTION: Motion to allocate $6,309 from LIGMEG for additional text expenditures and accompanying monthly report of spending: Rob Neufeld
Second: Adam Woodbury
Discussion followed.
Motion carried: 4-1-0

The community survey window regarding the Town Website has closed and Barbara Alevras, our consultant, is compiling the information gathered. The survey was open for two weeks and had 130 people reply. Mike will be presenting the accumulated information from the staff focus group and the community survey to Amy Warfield. He will also integrate the results into any further website developments. The Town has asked that the Library stay within the Town Website structure.
An offer has been made to Neha Maheshwari to fill the position of Library Technology Specialist. There were 11 applications and 4 interviews. Joe Bongiorno from the Town IT Department joined Mike on the interviews and provided a great deal of insight and a good first point of contact for the incoming candidate. The IT Department was very appreciative of being asked to be part of the process. Neha will start on Monday, April 22. Mike also stated that he is in the process of interviewing for the position of Technical Services Page. He has received 23 applications and is planning 5 interviews.

The Library has received an additional $900 in donations in memory of Jackson “Jack” Walsh. The total donated to date is $4,295. Mike had a meeting with Jack’s parents and an uncle (Mother’s brother). He said that Jack’s parents will provide a vision for how the donations are used and the uncle will be the point person for the financial aspect of the donation. At the meeting, Mike explained the possible avenues of donating. Discussion followed. Phil suggested that the Library look at the Marshall Simonds Trust as a possible model for a Foundation. He said that it is annually recognized at Town Meeting. Adam reemphasized the need for a Sponsorship Policy to allow donors a better understanding of how their donations can be recognized within the Library.

MOTION: Motion to accept $900 in additional donations in memory of Jackson “Jack” Walsh: Ram Voruganti Second: Rob Neufeld Discussion followed. Motion carried: 5-0-0

NEW BUSINESS: Adam reminded the Board that new liaisons need to be established. He also reiterated his preference for Trustee Reports from the different liaison positions. Discussion was held. The Board determined that the liaisons for Furniture, Social, and Technology could be determined at a later time. The following Trustee Liaisons were established at the meeting:

- **Budget and Planning**: Phil and Rob
- **Friends**: Adam and Hiral

Adam explained to the Board that the Trustees also have an obligation to evaluation the Library Director every year. He stated that he would like to establish an annual date where the Board can do so. Discussion was held. The Board established that going forward, the Trustees would annually evaluate the Library Director in February.
Adam reported that he has attended more meetings with the Town and feels that it has had a positive effect on behalf of the Library. He stated that he does not want to set a strategy as such, but would like the Trustees to start creating and building relationships to help foster communication between the Town and the Library. Discussion was held. Phil stated that he had considered attending a Rotary Meeting. The different Rotarian Clubs were explained. Adam also spoke about the possibility of attending informal meetings with other Trustees from the regional MBLC membership to share with and collect ideas from other Libraries in the community. As a side note, Adam asked Mike if nametags could be made for the Trustees to increase visibility to the public. Mike replied that he would take care of it.

Information was shared regarding a five-college book sale that would be taking place in Lebanon, NH on April 20 (Easter Saturday/Passover) and a Town-wide Yard Sale would be taking place on May 4. Registration was necessary to be part of the Yard Sale. Mike thought the Town-wide Yard Sale might have some interesting ideas for the Friends to look into for their Book Sale.

OLD BUSINESS: Rob asked if a decision had been made about the elimination of fines. Mike stated that he is still accumulating information and data and that he would like to bring the information, when collected, to Town Meeting to make them aware before asking the Board to take a vote. Discussion was held.

ADJOURNMENT: The meeting was adjourned at 9:23pm.