DEPT./BOARD: Library Board of Trustees
DATE: April 30, 2020
TIME: 7:00 pm
PLACE: WebEx Remote Meeting – Audio Only

This meeting is being held virtually. Attendees are kindly requested to disable their video upon attendance. Click this link to join the meeting:
https://townofburlington.webex.com/townofburlington/j.php?MTID=m216ce4ae50509572b9455f94ac728f1
Meeting number (access code): 710 567 983
Meeting Password: FByjxBPE645
Join by phone: +1-408-418-9388 United States Toll

AGENDA*

Call to Order
Review of Minutes
Citizens’ Time
Trustee Reports
Policy Review
Director’s Report
New Business
• FY Expenditures Review
Old Business
Adjournment

*Agenda is subject to change.
MEMBERS PRESENT: Hiral Gandhi, Robert Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury

MEMBERS ABSENT: Phil Gallagher

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

CALL TO ORDER: The meeting was called to order at 7:06pm.

REVIEW OF MINUTES: The Minutes from March 12, 2020 were reviewed.

Discussion followed.

MOTION: Motion to accept March 12, 2020 Minutes as presented: Ram Voruganti
Second: Rob Neufeld

Voting recorded by roll call.

Adam Woodbury: abstained
Hiral Gandhi: yes
Kevin Sheehan: yes
Phil Gallagher: absent
Rob Neufeld: yes
Ram Voruganti: yes

Motion carried: 4-0-1

CITIZEN’S TIME: None

TRUSTEE REPORTS: Adam reported that he attended the MBLC Trustee Meeting on April 21. The big topic was Covid-19 with recommendations for Libraries such as opening a dialog with the Town, make the Town aware of open services including the statewide calendar of events, reach out to schools, reminding the Town that the Library can help the public with job searches and job resources, etc. Adam stated that there will be lots of adjustments for state aid requirements and that there will most likely be three phases to reopening the Library with additional considerations for barriers and materials.

POLICY REVIEW: None
DIRECTOR’S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #39/20, 40/20, 41/20, 42/20, 43/20 and #44/20 were processed from March 10, 2020 – April 21, 2020 for standard Library business. Warrants #40/20 and #43/20 were processed for Occupancy from March 10, 2020 – April 21, 2020.

Mike began his report by referencing the memorandum from John Danizio, Assistant Town Administrator addressing the COVID-19 budget impact. Mike reported that all departments have been asked to initiate a hiring and spending hold on all non-essential positions or purchases. This will not affect the hiring of the Assistant to the Children’s Librarian because the position was already posted, an offer was already made and the candidate accepted. Mike also reported that although no cuts have been requested at this time, it is possible that cuts could be requested at Town Meeting in June or September. For the present, the Town has asked departments to 1) look at what could possibly be trimmed just in case, and 2) let the Town know of any unused funds that might be made available to the Town based on the fact that there have been significant overruns in some departments due to COVID-19. Mike explained that he saw some unused funds in the personnel and text budgets for an estimated amount of $70,000 (personnel $50,000; text $20,000). Those figures were derived from low-step salaries replacing higher-step ones and the prioritization, both high and low, for anticipated spending by selectors at Mike’s urging. Discussion followed.

Remote access for Mike Wick was interrupted at 7:32pm and resumed at 7:34pm.

Discussion followed. Mike iterated that there will likely be little ‘wiggle room’ next year for funds to be given back to the Town so Mike would like to have the Library do what it can now to help. Mike added that there is a second position that is being held due to COVID-19. It is a page position, but although there is a hold on essential positions, Mike does not anticipate that it will unduly affect this position because of its more minimal hourly wage. Discussion followed.

Mike stated that next steps, in terms of reopening, are being looked at by Directors of other Libraries. Mike is anticipating that as ‘bans’ are lifted there may be limited staff returning based on the guidelines given at the time (e.g. social distancing, immune-compromised, childcare workers, etc.). He believes that it is possible that there may be plexiglass dividers needed with perhaps skeleton staffing rotating throughout the week in
order to maintain social distancing guidelines where people congregate. Mike and Marnie have been talking with staff about rollout of services, such as curbside pick-up, continuing online programming, quarantining returned materials, etc. Discussion followed. Mike explained that although there is much discussion about the cleaning of materials, he is not confident that even if there is a protocol in place for such an eventuality, that there will be any cleaning materials available to use. Instead, materials will be quarantined for an amount of time deemed safe for staff and patrons. In the meantime, Mike stated that he would like to investigate the idea of more self-check stations since it is highly unlikely that the Library will be able to fully re-open on May 18. Discussion followed.

Regarding the Town Website and the Library’s sub site, Mike reported that the project is moving, albeit slower due to COVID-19. The Town has asked to delay the process so Mike is coordinating with Amy Warfield to move the project along when possible.

Mike stated that he made the decision to cancel the May Baskets fundraiser. Because so many of the donors are small businesses, Mike did not want to add to their burdens by asking for contributions at this time. Mike will look into a different fundraiser at a different time, if appropriate.

Mike reiterated that an offer was extended for the position of Assistant to the Children’s Librarian. Unfortunately, due to the current closure of the Library, the start date of the new employee is TBD. Mike is delaying the announcement until they can officially begin their employment at the Library.

A $50.00 donation was received from Patricia Daley in continuation of her support of Jackson’s Reading Nook. The donation states that it was in response to the letters donors were sent, updating them on the completion of the project.

**MOTION:**

Motion to accept a donation in the amount of $50.00 from Patricia Daley for the continued support of Jackson’s Reading Nook: Rob Neufeld

Second: Kevin Sheehan

Voting recorded by roll call.
NEW BUSINESS: Ram asked if there had been any current investigation into space planning. Mike said that due to COVID-19, no space planning was moving forward at the present time. Mike explained that many of the parties involved in developing and working toward space planning for the Library are dealing with their own issues of staffing and related concerns. Hiring the consultant was put on the backburner and any architects and/or consultants would need to come to the Library in person and that is not possible right now. Ram expressed his desire that space planning maintains a priority for the Library and Mike heartily agreed. Discussion followed.

OLD BUSINESS: None

MOTION: Motion to adjourn: Kevin Sheehan
Second: Hiral Gandhi

Voting recorded by roll call.

Adam Woodbury: yes
Hiral Gandhi: yes
Kevin Sheehan: yes
Phil Gallagher: absent
Rob Neufeld: yes
Ram Voruganti: yes

Motion carried: 5-0-0

ADJOURNMENT: The meeting was adjourned at 8:22pm.