



RECEIVED

By Town Clerk's Office at 11:48 am, May 11, 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: May 14, 2020

TIME: 7:00 pm

PLACE: Zoom Remote Meeting

This meeting is being held virtually. Click this link to join the meeting:

<https://zoom.us/j/92171212976?pwd=Tk9vYjErV2xZK1Q1cjNwMjV6UnRpUT09>

Meeting number (access code): 921 7121 2976

Meeting Password: 025716

Join by phone: +1 929 205 6099 US (New York)

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 3:07 pm, Jul 02, 2020

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REMOTE MEETING
TRUSTEES MEETING
May 14, 2020
MINUTES

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

MEMBERS ABSENT: Hiral Gandhi, Kevin Sheehan

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

CALL TO ORDER: The meeting was called to order at 7:03pm.

REVIEW OF MINUTES: The Minutes from April 30, 2020 were reviewed.

Hiral Gandhi entered the meeting at 7:08pm.

Discussion followed.

MOTION: Motion to accept the April 30, 2020 Minutes as amended: Ram Voruganti
Second: Rob Neufeld

Voting recorded by roll call.

Ram Voruganti: yes
Rob Neufeld: yes
Hiral Gandhi: yes
Adam Woodbury: yes
Phil Gallagher: abstain

Motion carried: 4-0-1

CITIZEN’S TIME: None

TRUSTEE REPORTS: None

POLICY REVIEW: None

Adam addressed the Trustees to make a statement of thanks to Mike, the Department Heads and the Town for dealing with a very difficult situation over the past couple of months and dealing with it in such a clear and present manner. The Trustees agreed. Discussion followed.

Kevin Sheehan entered the meeting at 7:15pm.

DIRECTOR’S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #46/20 and #47/20 were processed from April 22, 2020 – May 12, 2020 for standard Library business. No warrants were processed for Occupancy.

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Mike directed the Trustees' attention to the handout Phase 1 Library Opening handout, which is divided into 3 stages. He stated that he anticipates Staff returning on Wednesday, depending on the Governor's Press Conference on Monday. Mike reiterated that it would ONLY be Staff coming back into the building. He also explained that as long as Curbside Delivery was not initiated, he expects that the Library will be operating on a 10-5 weekday schedule. Once Curbside Delivery was initiated, he expects that the Library would resume regular hours.

Phase I: Staff Returns to the Library, Some Services Resume

I.A. – Preparation

- Technical Needs
- Facilities
- Supplies
- Relocated Workspaces

I.B. – Staff Returns

- Prior to Staff Return
- Staff Return

I.C. – Curbside Service Begins

- Curbside Pickup
- Programming
- Other Duties

Mike explained that Phase I.A. and I.B. can be accomplished simultaneously. Under I.A., Mike explained that he would want to purchase 4 new laptops for staff use (2 for Youth Services, 1 for Programming Area, 1 for Reference) and he would like to obtain two wireless telephones with separate numbers for eventual Curbside Delivery. The laptops are the best technology solution for the situation because they are more portable and convenient for transporting to different spaces. Additionally, there are not a lot of ethernet ports in the Library. Laptops give more flexibility. Adam suggested that perhaps several USB Wi-Fi could be purchased at the same time as the laptops. Hiral asked if there might be an issue obtaining laptops at this time. Mike stated that he is anticipating a lag time, but not an extraordinary one. Discussion followed.

Mike also plans to relocate the TS computers and several workspaces (YS, IT, Administrative Assistant) as well. To help create a circulation desk barrier the staff mailbox shelving would be moved.

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The Fogelberg A Room will be used for programming, so tables will be removed and the divider will be closed. A backdrop may be added for programming later. The Fogelberg B and McIntire Rooms will be used for Curbside Delivery, requiring some table staging for quarantine use, shelving, etc. Cones, sandwich signs, bins and pop-up awnings will also be used to help prepare that area and beyond for book drop-off and Curbside Delivery. Mike stated that the exterior doors in those rooms will create an egress to a tent out back that will house the Curbside Delivery. The wireless phones will be used by staff to communicate that there is someone waiting for pickup. Adam suggested a wireless outside video camera to help notify staff when someone is outside. Kevin suggested perhaps a 'baby cam' might work as well. Discussion followed.

Stairwells will be designated one way: rear stairwell will be down, front stairwell will be up. Phil suggested shutting down the water bubbler and also asked about the possibility of outdoor programming. Discussion followed. Mike stated that the Board of Health will be the last word in any determination of 'in person' programming. Hiral asked if there will be sanitizer by the elevator. Discussion followed.

Restrooms will be single occupancy, with half of the men's restrooms being designated as women's restrooms, including doorstops on all doors. A cleaning schedule will be coordinated with custodial staff.

Regarding supplies for the staff, gloves, masks and hand sanitizer—in limited amounts—will be provided by the Town. A towel dispenser is available for the McIntire Room and Sanitizing wipes are expected to be available at workstations. The wireless telephones, 2 book trucks, rubber bands, 12 parking cones and 3 caution barrels would all be located in or near the Curbside Delivery area. Additional lighting and the possible 'backdrop'/curtains would be located in the programming area for continued online programming.

Mike explained that, as stated previously, while all of I.A was being addressed, I.B, could also be underway. Staff can ensure that materials and layout is prepped, computers are up and running with updates installed. Operating hours and staff schedules can all be determined and set and FedEx and UPS can be contacted to resume deliveries. Adam asked about shipment quarantines. Mike stated that the Library does have a low contact area for storing deliveries and that will be used for shipments when they arrive. Discussion followed.

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Mike explained that he will have an all staff meeting via Zoom to discuss workspace, safety and next steps including handling personal items, water, etc. Training will be developed by the Town about workplace behaviors including safe glove use and removal. Discussion followed. Mike stated that there will be no temperature-taking but that handwashing, masks and social distancing will be the preferred means of prevention. Discussion followed. Mike stated that he will communicate with the Police Department that there will be a change in traffic flow at the Library. Department heads are talking together and taking the direction of the Governor as it is being filtered down through Town Administration to the Library.

Phase I.C (Curbside Delivery) will begin once the all-clear is given by the Governor. In that instance, notifications of expiration, overdue fines, etc. will be suspended by the MVLC. Curbside Delivery holds will remain for 7 days but only with local items (no items from other Libraries within the consortium). A phone call will be placed to patrons stating that their items are available for pickup. No texts or emails will be used to notify patrons. The items will be “checked out” immediately following the completion of the call. Holds will be kept in the Fogelberg Area. Auto-renewal will still be available. Discussion followed.

Curbside Pickup will take place under one of two tents where a sandwich board with a phone number will be posted for patrons to call to notify staff they have arrived for their items. Patrons will provide their name and will be advised to wait in their car until the items are placed on the table and the staff member has left the area. Tables will be wiped down every 30 minutes or as available. The book drop will continue to be available for returning Library items and there will an additional bin for returning books outside the Fogelberg B and McIntire Rooms. Items being returned will remain in quarantine for 3 days and will not be eligible for hold until the quarantine period has concluded. Discussion followed.

Mike stated that the ballpark estimate for the 4 laptop computers [3 Windows and 1 MacBook] is \$4,800 - \$5,400. He is asking the Trustees if he can make the purchase from LIGMEG funds. Discussion followed.

MOTION:

Motion to approve funds up to \$6,000 from LIGMEG for the purchase of 3 Windows laptops, 1 MacBook laptop and the accessories needed for Library IT equipment and system changes required during the Coronavirus Pandemic: Phil Gallagher

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Second: Kevin Sheehan

Discussion followed.

Voting recorded by roll call.

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

Motion carried: 6-0-0

Adam reiterated his thanks to Mike for the thorough and detailed work on making the Library a healthy and safe environment for the staff and for the public. Hiral 'seconded' and strongly agreed. The Trustees individually issued their thanks. Discussion followed.

NEW BUSINESS:

Ram praised Mike for his very detailed report and handout. He asked Mike how many people have been working inside the Library. Mike stated it has just been he, the administrative teams and the custodian.

OLD BUSINESS:

None

MOTION:

Motion to adjourn: Kevin Sheehan

Phil Gallagher left meeting at 8:34pm.

Second: Hiral Gandhi

Voting recorded by roll call.

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

Motion carried: 5-0-0

ADJOURNMENT:

The meeting was adjourned at 8:35pm.