



RECEIVED

By Town Clerk's Office at 12:56 pm, Jun 04, 2020

TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerks Office. Thank you
Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Library Board of Trustees

DATE: June 11, 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/93936856389?pwd=VVdRS2IvS2RkV1FvUytZZ2NvMk9XZz09>

Meeting ID (access code): 939 3685 6389

Meeting Password: 207892

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

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.



RECEIVED

BURLINGTON PUBLIC
BOARD OF LIBRARY

By Town Clerk's Office at 4:16 pm, Aug 06, 2020

REMOTE MEETING
TRUSTEES MEETING

June 11, 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 7:01pm.

The Trustee Chair turned the meeting over to the Recording Secretary, Alison Varrell.

Nominations for Chairperson of the Library Board of Trustees were made. Discussion followed.

MOTION: Motion to nominate Adam Woodbury to continue as Chairperson of the Library Board of Trustees: Phil Gallagher
Second: Rob Neufeld

Voting recorded by roll call.

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

Motion carried: 3-0-1

The Recording Secretary turned the meeting over to the Chair.

Nominations for Vice Chairperson of the Library Board of Trustees were made. Discussion followed.

MOTION: Motion to nominate Rob Neufeld as Vice Chairperson of the Library Board of Trustees: Ram Voruganti
Second: Phil Gallagher

Kevin Sheehan joined the meeting at 7:07pm.

Discussion followed.

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Voting recorded by roll call.

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

Motion carried: 4-0-1

The Board reviewed the Trustee Meeting By-Laws as published on the website. Discussion followed.

MOTION:

Motion to adopt the Trustee Meeting By-Laws as presented: Ram Voruganti
Second: Rob Neufeld

Voting recorded by roll call.

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

Motion carried: 5-0-0

REVIEW OF MINUTES:

The Minutes from May 14, 2020 were reviewed. Discussion followed.

MOTION:

Motion to accept the May 14, 2020 Minutes as amended: Rob Neufeld
Second: Ram Voruganti

Voting recorded by roll call.

Ram Voruganti: yes
Rob Neufeld: yes
Phil Gallagher: yes
Kevin Sheehan: yes
Adam Woodbury: yes
Hiral Gandhi: absent
Motion carried: 5-0-0

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- CITIZEN’S TIME: None
- TRUSTEE REPORTS: Rob reported that ISAC was approved by Town Meeting.
- POLICY REVIEW: None
- DIRECTOR’S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #48/20, #49/20, #50/20 and #51/20 were processed from May 13, 2020 – June 9, 2020 for standard Library business. Warrants #48/20, #50/20 and #51/20 were processed for Occupancy from May 13, 2020— June 9, 2020.
- Mike reported that he may possibly be able to include funding for Hoopla and Overdrive in the Budget due to increased usage shown over the past few months. He also stated that he still anticipates being able to give back previously identified funds to the Town based on the personnel budget at this time. Discussion followed.
- Mike related that Curbside Delivery, began on June 2 as part of the Phase 1, Step 2 of the State and Municipal guidelines for reopening. Looking at the Phase 2 guidelines led to some confusion due to terminology within the guidelines. Mike has interpreted the term “browsing” as pertaining to other Libraries who for one reason or another might not be able to offer their patrons curbside, contactless delivery. Therefore, the Burlington Public Library will continue to circulate materials through curbside delivery only. Mike anticipates “browsing” at the Library at a much later stage in reopening (reference to MBLC guideline handout), most likely in Phase 4. Discussion followed. Mike explained that curbside service is increasing, along with returns. Mike anticipates much higher “traffic” when MLS network delivery resumes (i.e. interlibrary loans). Quarantine length is currently at 72 hours for items returned to the Library, but the State has now said that quarantine times can be as low as 24 hours. Mike also stated that Library programming continues to be successful with some programs experiencing higher attendance than pre-COVID-19 in-person programs. The Library will continue its online programming through the end of August.
- Mike referred to the MBLC guideline handout to further explain Library reopening plans in Phase 3 and beyond. Discussion followed regarding operational priorities in Phase 3, specifically in-person library programs and the use of public computers by patrons. Discussion followed. Mike explained that online programming is the best fit for the Library while

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curbside delivery is using much of the social distancing space that would be needed for in-person programming. Mike will be talking with the reference department regarding the use of public computers for patrons.

Regarding Phase 4 (“new normal”), Mike believes that it will be some time before the Library can enter this phase. However, in the meantime, the Library is developing added-value to its services as it gets more conversant with different technologies. Discussion followed.

Adam asked if the new laptops had arrived and if there had been any use of the new PR company yet. Mike stated that they had received the laptops and had used the PR firm along with BCAT for promoting the Library. Discussion followed. Next steps for the Library are pushing out information about summer reading and continued awareness of programming.

Mike reported that two donations, one in the amount of \$50 and one in the amount of \$100, were received in memory of Edith Entwistle, a long-time Trustee of the Library.

MOTION:

Motion to accept \$150 in donations in memory of Edith Entwistle: Rob Neufeld
Second: Kevin Sheehan

Voting recorded by roll call.

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

Motion carried: 5-0-0

Mike also reported that a staff member had resigned—the Circulation Assistant. He will be looking to fill that position right away. He stated that the Library is still down one Page, but he has put that position on hold for the time being and will look to fill it at a later time. Discussion followed.

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NEW BUSINESS: Adam requested that the Trustees sign up for liaison positions for the upcoming year. Liaison positions were filled as follows:

- Budget and Planning—Phil Gallagher, Rob Neufeld
- Friends of the Library—Adam Woodbury, Hiral Gandhi
- Technology—Rob Neufeld
- Space Planning—Kevin Sheehan

OLD BUSINESS: Adam stated that he would like to see the Trustees set up guidelines this Fall for evaluating the Library Director in February 2021. Ideally, with guidelines established, the evaluation would happen annually. He would also like to set up an evaluation tool for the Board as well. Adam will look to the MBLC for possible forms to use.

MOTION: Motion to adjourn: Phil Gallagher
Second: Kevin Sheehan

Voting recorded by roll call.

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

Motion carried: 5-0-0

ADJOURNMENT: The meeting was adjourned at 8:18pm.