TOWN OF BURLINGTON

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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: June 13, 2019

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

MEMBERS ABSENT: Hiral Gandhi

OTHERS PRESENT: Michael Wick – Library Director; Cara Enos – Head of Circulation; Alison Varrell – Recording Clerk

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

REVIEW OF MINUTES: The Minutes from May 9, 2019 were reviewed.

Hiral Gandhi joined the meeting at 7:04pm.

Discussion followed.

MOTION: Motion to accept May 9, 2019 Minutes as amended: Ram Voruganti
Second: Hiral Gandhi
Motion carried: 6-0-0

CITIZEN’S TIME: Adam shared a letter from resident and patron Rosalind O’Sullivan asking the Trustees to consider allowing patrons to reserve study rooms online, citing inconvenience with the current policy and the fact that surrounding Libraries have such a study room reservation policy. Discussion followed.

Ram asked that the Board revisit the Meeting Room Policy to address the request. Mike confirmed that all policies are regularly reviewed and that he would bring the Meeting Room Policy to the Board. Adam asked if Mike could provide some data on meeting rooms and to move up the scheduled date of reviewing the Meeting Room policy. Mike stated going forward he would keep note of how many rooms are occupied each morning at 10:15am. Adam concluded that he would contact the patron to assure her that the Trustees will review the policy.

TRUSTEE REPORTS: Adam reported the highlights from the Friends meeting. The Treasurer reported that there were $7,800 in accounts and $10,000 in savings. It was noted that the annual donation from the Rotary Club has not yet been received and therefore was not reflected in the Treasurer’s report. The Friends have also renewed their tax status.

Dallas Slade is trying to create a team of three people to work on the Book Sale tasks that he has previously been responsible for. The Flatbread Fundraiser is going to be held on August 13 and there will be raffle events throughout the month. It was also reported that the Friends participated in a Prison Book Program (after the Book Sale) where the unsold books (of
certain criteria) were brought to correction facilities. The program was very successful.

The next Friends meeting will be July 8. Phil asked if an email is sent out to remind people about upcoming meetings. Hiral responded that it is sent out to active members; it is a checkbox on the Friends’ membership form to receive emails. Hiral said she would suggest that the Friends revisit that policy to encourage more participation.

The Friends will host their annual Volunteer Appreciation Reception on October 12. Hiral stated that the Friends would like to know if the Trustees would possibly cover part of the costs of this celebration. Mike stated that he would get a cost estimate and bring it to the Board. Mike also stated that he had asked the Friends for some funding for a “kickoff” speaker for the Chess Program. The Chess Program is held the last Tuesday of the month. The Third Thursday Program, Be Happy! The Science of Happiness and How to be Happier with Lizzie Linn Casanave, will be held on June 20 at 7pm.

Ram reported that he had visited the West Tisbury Public Library on Martha’s Vineyard and commented on the positive impression it gave. Discussion followed. Ram suggested making a long-term plan for looking at parking and other improvements (e.g. lighting, etc.). Mike stated that all of those items are in the Long Range Plan. Discussion followed. Mike stated that the Community Survey is where the Long Range Plan comes from. Phil suggested meeting with Paul Sagarino to discuss parking solutions with what we have now. Mike will set up a meeting for when Paul Sagarino can meet with the Trustees.

POLICY REVIEW: None

DIRECTOR’S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #T47/19, #T48/19, #T49/19 and #T50/19 were processed from May 1, 2019 – May 24, 2019 for standard Library business. Warrants #T49/19 and #T50/19 were processed for Occupancy from May 1, 2019 – May 24, 2019.

Summer Reading Programs have begun. Adult Programs began June 1 and the Children’s and Young Adults begins June 28. All programs will last through the end of August. Patrons and Trustees are encouraged to participate and log their reading via Beanstack at https://burlington.beanstack.org/reader365
Community outreach is continuing. Marnie Smith, Assistant Director, is in contact with the Sunrise Senior Living Community to replicate the book talk and circulation program that she and Cara Enos, Head of Circulation, host at Stonebridge.

Mike reported that with thanks to the Burlington Garden Club, the Burlington Parks and Recreation Department, and over 20 volunteers (including Trustee Phil Gallagher), the library has a new set of plantings at the front of the Library. The public has taken notice of the plantings, including the benches and new trees installed along Sears Street, and are grateful for the refreshing update. Mike wanted to especially thank Carolyn Pennie, President of the Burlington Garden Club, for the significant contribution of her time, effort and expertise to the project. Ram suggested that the Trustees send a thank you to the Garden Club. Adam said he would take care of it.

It was a very successful year for the May Baskets. There were 52 baskets donated with $4,775 in tickets purchased. The raffle drawing was live-streamed to Facebook and will be continued in future years.

Due to the success of the Teen After-Hours events, Nicole Monk, Young Adult Librarian, would like to make the event a more regular program. Signed permission slips would be required, just like the Library’s previous events. These after-hours teen events would simply be more often for a shorter period of time than previously held. If successful, Nicole and Jenna would like to continue it once a month throughout the school year and once in the summer. They would be held from 5:30-8:00pm. Prospective dates held for the shorter time periods in the fall are October 18, November 15 and December 13. These after-hours events would provide a number of positive opportunities for teens to build connections with the Library, staff and other teens in the community.

Looking to this summer, Nicole would like to hold an after-hours teen lock-in on Friday, July 26, 2019 from 6:00-9:00pm. As always, there would be two staff members in that evening—a requirement for the success and safety of the program. Mike asked the Trustees to consider the events for approval. Discussion followed. A question was asked regarding the impact of extra staffing for these events. Mike stated that it is usually absorbed by the budget.

MOTION: Motion to approve the After Hours Teen Lock-In Programs as presented for the remainder of FY20: Phil Gallagher
Second: Rob Neufeld
Motion carried: 6-0-0

Mike has been coordinating a repainting of the Children’s Room with the Town’s Facilities Department. Painting will need to be done in stages; it is expected to take one week but public and staff access to the Children’s Room and the collection will not be available. The temporary location for the Children’s Room will be in the Fogelberg Area. Mike has blocked out the area for three weeks to provide a time buffer for the project. He is working with Colorworks, preferred vendor for Town painting projects, for color schemes. He is also looking into temporary shelving for the duration of the painting disruption.

Mike reported that Dahlia Gallagher has been hired as the Library’s new Library Aide for the Circulation Department. Her first day will be June 18. Carol Johnson, Senior Library Technician in the Circulation and Technical Services Departments, is retiring July 5. Her position has been posted and a new hire is expected to be in place by mid-July.

The Library has received a $100 donation from the LCEA/LABBB Educational Collaborative, which uses Library meeting room space. The Library also received an additional $50 in donations in memory of Jackson “Jack” Walsh. The total donated in his memory to date is $4,445.

MOTION: Motion to accept both donations of $100 from the LCEA/LABBB Educational Collaborative and $50 in additional donations in memory of Jackson “Jack” Walsh: Phil Gallagher
Second: Kevin Sheehan
Motion carried: 6-0-0

The Board reviewed this month’s Budget Report.

NEW BUSINESS: Ram asked Mike if there were any issues or complaints that need to be brought forward to the Trustees. Discussion followed. Mike explained that whenever there is an issue that needs to be brought to the attention of the Trustees he is sure to bring it forward. Discussion followed.

OLD BUSINESS: Mike reported to the Trustees information gathered regarding a Fine Free Policy for the Library. Mike and Cara Enos addressed the Trustees and explained the informational handout, highlighting the background of Fine Free Policies within the MVLC, the income derived from fines that is currently sent to the Town’s general fund, the cost/benefit of maintaining fines and the potential risks of removing fines. Discussion followed.
Phil asked if there would be a possibility of direct emailing fine amnesty to people who are the biggest offenders? Discussion followed. Mike stated that currently 5% of annual staff hours are spent responding to/dealing with fines.

How is a fee different from a fine? Cara responded that a fee is any amount that is added to your account—usually small amounts—that cover replacement items (e.g. library card, etc.)

Kevin stated that he is in favor of keeping fines but would prefer to see some streamlining to reduce the staff burden related to fines. He stated that he feels it is appropriate for the Library to give a consequence when materials are not returned appropriately. Cara responded that some patrons are transient and materials can fall victim in those situations. She respectfully posed the question: Is it the Library’s job to teach an economic lesson to its patrons? Or is it the Library’s job to provide materials?

Rob asked if Libraries that do not charge fines increase their circulation. Mike stated that he sees an increase in access, not necessarily circulation. He said that his experience with fine forgiveness has shown a decrease in wait time for materials.

Phil asked if there were specific items that might do better with fines than others (e.g. DVDs, etc.). Mike suggested looking at the fine structure and revisiting which materials should accrue fines.

Adam reiterated that any changes to fines, whether fine free or changes in structure, he would like to see run by the Town to be sure all are on board.

Kevin asked if any other Libraries do automatic renewal. Cara responded that she doesn’t believe the consortium would be interested in adopting such an idea, mainly because she is not sure that there is capability within the system they are currently using.

As discussion concluded, the Trustees asked Mike to provide a new fine structure proposal for the next meeting and then the Board can make a decision on the policy. Discussion followed. Mike stated that he feels that the Library can improve access for the community by removing fines.

Phil introduced the idea of possibly placing BCAT robotic cameras in the Fogelberg room for greater community access of Library events through BCAT. Discussion followed. Phil stated that he would get more information about it and report back to the Trustees.

ADJOURNMENT: The meeting was adjourned at 8:53pm.