DEPT./BOARD: Library Board of Trustees

DATE: July 11, 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; Alison Varrell – Recording Clerk

CALL TO ORDER: The meeting was called to order at 7:00pm.

REVIEW OF MINUTES: The Minutes from June 13, 2019 were reviewed.

Discussion followed.

MOTION: Motion to accept June 13, 2019 Minutes as presented: Ram Voruganti Second: Rob Neufeld Motion carried: 5-0-0

CITIZEN’S TIME: None

TRUSTEE REPORTS: Phil reported that after gathering information regarding the possibility of broadcasting Library events via BCAT, the best way to make that work would be to establish a small broadcasting studio at the Library.

Mike stated that the Friends have signed up as a donation option through Amazon Smile. Although the Library cannot advertise commercial enterprises on its website, the Friends can advertise this new way to give to the Library. Adam reported that the August 13th Raffle has not yet had its usual large donors come forward with donations so the Friends are looking for others who might be interested. Tickets sales for the August raffle will begin August 1. Also, as yet, there has been no Breakfast Rotary Donation made to the Library. The Friends passed a new resolution that allows for Burlington retirement communities to come and get books for their community members after book sales have ended. The Friends also expressed an interest in the ability to have alcoholic beverages at its events. Adam suggested that the Friends bring their ideas to the Director for further discussion. Adam reported that the Friends have now achieved 200 members.

POLICY REVIEW: Mike asked the Trustees if they would consider delaying this evening’s review of the Circulation Policy until Cara Enos can attend (she was unable to attend tonight’s meeting). Discussion followed. Ram asked what happens if someone from another community borrows a book from the BPL and does not return it. Mike responded that the patron is responsible
under the MVLC policy. The Trustees agreed to delay the Circulation Policy review until Cara is available.

Mike presented the reviewed Meeting Room Policy with the Trustees. Discussion followed. Ram expressed that he would like to give more priority to Burlington Organizations. Discussion followed. Mike stated that he would like to strike ‘Burlington’ from the phrase and change it to ‘outside’ organizations due to the question of what constitutes/defines a ‘Burlington Organization’. Discussion followed. Mike explained that Meeting Rooms can be booked for a full calendar year but with the caveat that Library programming may supersede a group’s reservation at times (i.e. the Library does not traditionally schedule programs a full year in advance). The Library would never cancel a reserved meeting room close to a meeting date; the Library would notify the organization that had reserved the room with a few months notice. Discussion followed. Mike reported that Gerri Gaffey, meeting room administrator, gets a lot of positive feedback about meeting rooms. Mike has never had to deny reserving a room for a group due to inappropriate use of space (e.g. a singing group) because when the group/organization originally makes its reservation, Gerri goes over the Meeting Room Policy and clarifies any concerns there might be. Mike also reported that he gathered the data on study room use from June 14 – July 10. The highest use of meeting rooms was 6 out of 8 rooms with the next highest number being 5 out of 8 meeting rooms used. Adam suggested doing the data collection again when school is in session. Mike recommended doing it multiple times over the course of a year, with the next data collection date starting December 1. Discussion followed. Mike said he would add this date in the regulations for clarity.

**MOTION:** Motion to accept Meeting Room Policy as presented: Adam Woodbury Second: Rob Neufeld

Discussion followed. Mike will conduct the study room data collection quarterly and will tie it in under ‘count use’ to get a read on the number of study rooms used over the course of the year.

Motion carried: 5-0-0

**DIRECTOR’S REPORT:** Mike reported the latest warrants to the Trustees. The Board is aware that warrants #T52/19 and #T54/19 were processed from May 25, 2019 – June 30, 2019 for standard Library business. Warrants #T52/19 and #T54/19 were processed for Occupancy from May 25, 2019 – June 30, 2019.
Youth Services Summer Reading Programs are in full swing and will continue until August 23. Patrons and Trustees are encouraged to participate and log their reading via Beanstack at https://burlington.beanstack.org/reader365.

Mike reported that FY19 expenditures have been closed out as of July 9. He stated that the Library has made State Aid for the next fiscal year. It was reported that of the $6,039 of LIGMEG funds allocated at the April meeting, $775.22 was used to fund Hoopla and the remainder was unspent. $5,500 in museum pass purchases by the Friends and $2,786.81 in fees received for lost and damaged books helped cover the anticipated shortfall in the Library’s FY19 minimum required text expenditures.

A new color scheme has been selected for the Children’s Room in consultation with an interior designer. The consult fee was $250. Mike has received two quotes for renting temporary shelving for the Children’s Room collection during the Youth Services Painting. Mike explained that there was no possibility of shelving on tables, but he could rent plywood carts that although they aren’t ‘finished’, they are ok for the Library’s short-term need. He would rent them for three weeks. The Board reviewed the quotes. Mike explained that the person he spoke to about the plywood carts kindly said that he would pick out the best carts available and duct tape the corners to prevent possible splinters. Painting is currently scheduled to take place from August 25 - September 14. Phil asked about ventilation during the painting times. Mike said he can look into it, but the temporary Children’s Area would be closed off (Fogelberg Area doors) and he hopes that that will be enough to mitigate the fumes. Discussion followed. Mike explained that as departments are painted, different departments would get different colors.

**MOTION:** Motion to approve $1,100 from LIGMEG funds to purchase temporary carts for use during the painting of the Children’s and Youth Services departments: Kevin Sheehan
Second: Phil Gallagher
Motion carried: 5-0-0

Mike stated that he and Town Administration representatives are currently in discussion with the BMEA regarding approval of a job description for the Senior Library Technician. Administration needs to approve any raise in salary and the last job description for this position was written many years ago. The posting for the open position was held, in light of this development.
Mike spoke with Paul Sagarino, Town Administrator, on behalf of the Trustees, to schedule a meeting for an information-sharing and parking issues meeting. Paul is requesting that the Trustees provide several dates and times between July 15 – 26 to meet with him. Mike is also working on coordinating a meeting with Andrea Bunker, Library Building Specialist at the MBLC, for the Trustees to meet with her regarding space planning. Mike would like to ask the Board for some dates between August 5 – 16 that he can submit to Andrea as choices. Discussion followed. The Board suggested that Mike invite Andrea to the Trustees meeting scheduled for August 8. Mike will check with Andrea regarding her availability and report back.

The Board reviewed this month’s Budget Report. Discussion and clarification followed.

NEW BUSINESS:  Ram attended the Burlington Sidewalk Committee Meetings and wanted to find out an estimate of how much it would cost for Library expansion. Discussion followed. Ram also wanted to start a ‘beginning’ conversation about how to expand the Library over the next 15-20 years. Discussion followed. The Trustees stated that this would be a good topic to bring to the attention of Paul Sagarino at the meeting. Discussion followed.

Kevin Sheehan left the meeting at 8:17pm.

Ram stated that he would like to find out more information from Mike about Staff Development funding and policies for how that is being handled. Mike explained that reimbursement to staff is given in accordance to Town Policies but that he will spell that out in a memo to staff and bring it to the meeting in August.

OLD BUSINESS:  None

ADJOURNMENT:  The meeting was adjourned at 8:27pm.