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By Town Clerk's Office at 3:04 pm, Jul 02, 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: July 9, 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/99057923711?pwd=dUhSZU1QWWVMdXpGV013T09MRDE5Zz09>

Meeting ID (access code): 990 5792 3711

Meeting Password: 292893

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.



BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REMOTE MEETING
TRUSTEES MEETING

RECEIVED

By Town Clerk's Office at 10:01 am, Sep 08, 2020

July 9, 2020

MINUTES

MEMBERS PRESENT: Phil Gallagher, Robert Neufeld, Ram Voruganti, Kevin Sheehan, 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 7:07pm.

REVIEW OF MINUTES: The Minutes from June 11, 2020 were reviewed. Discussion followed.

MOTION: Motion to accept the June 11, 2020 Minutes as amended: Phil Gallagher
Second: Rob Neufeld

Voting recorded by roll call.

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

Motion carried: 5-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: None

POLICY REVIEW: None

Adam asked Rob to report how the curbside pick-up system is working from the consumer point of view. Discussion followed.

DIRECTOR'S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #52/20, #53/20, and #54/20 were processed from June 10, 2020 – June 30, 2020 for standard Library business. Warrant #52/20 was processed for Occupancy from June 10, 2020 – June 30, 2020.

Mike reported for FY20 Year End that there is an estimated \$86,700 unused—from personnel, book expenditures and other items—to be returned to the Town to assist with anticipated year end shortfalls for other departments.

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Mike has also met with Paul Sagarino and members of his finance team for initial discussions about the potential impact of Town revenues on the FY21 budget. No specific cuts were identified but areas where costs could be decreased were pointed out so that a plan could be created for a future need. Some of the options that the Town identified were hours of operation and staffing. Mike stressed that no guidelines have been given; the Town would like the Director to think about a possible future cost-cutting plan to account for another shortfall scenario in the future. Discussion followed regarding possible funding strategizing heading into the future. The Trustees made it clear that they are not interested in reducing Library hours or staffing. Discussion followed.

MOTION:

Motion to direct the Library Director to inform the Town Administrator that the Library requires at least 50% of the current attrited positions to be filled, enabling the Library to save money: Phil Gallagher
Second: Rob Neufeld

Discussion followed.

Voting recorded by roll call.

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

Motion carried: 5-0-0

Mike reported that in light of the previous discussion (subsequent to his Director's Report), he will no longer be earmarking funds from the programming budget for 'give back' to the Town. Programming has continued to be an extremely popular service and the Reference Department has taken on the responsibility of adding to the roster of adult programming and would like to continue to do so. The Children's Department has also added to their programming. Burlington High School has contacted Mike seeking a collaboration to provide social justice and antiracism programming to run concurrently with the English Department's curriculum. Using the remaining funds available from the Friends, the Library's standard slate of programs delivered by Youth Services and the Assistant Director will be funded through December.

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Mike asked the Trustees to consider approving an additional \$2,000 to cover expenses related to the additional programming referenced above.

MOTION:

Motion to approve \$2,000 from LIGMEG to pay for additional Reference, Children's, and BHS collaborative programming expenses: Ram

Voruganti

Second: Phil Gallagher

Voting recorded by roll call.

Ram Voruganti: yes

Phil Gallagher: yes

Adam Woodbury: yes

Rob Neufeld: yes

Kevin Sheehan: yes

Hiral Gandhi: absent

Motion carried: 5-0-0

Discussion followed. Mike explained that a group of 10 libraries within the MVLC are contributing to a joint cross-branding initiative to help pay for the promotion of shared programming events.

Mike reported that work on the Library website by department heads, Amy Warfield and representatives from CivicPlus has begun in earnest. The anticipated website roll-out is November 2, 2020.

Facilities notified Mike that there will be two maintenance projects at the Library tentatively scheduled for August. The first project will replace all of the light fixtures throughout the Library with LED lights and the second project will be the replacement of the two cooling units on the Library's roof, including upgrading all thermostatic controls and wiring. Facilities will not begin the lighting project until all of the fixtures arrive so that the project can be done all at once. The cooling unit replacement project went out to bid this week. Once the bid is accepted, the wiring and upgrading of thermostatic controls will be done first (tentative August time frame) and the replacement of the units will be done sometime in September—October.

Mike reported that he received an updated document from the MBLC about 'browsing' within Phase 3 of the Massachusetts Reopening Plan. According to the MBLC, during Phase 3 browsing will mean that patrons can enter the building to browse stacks and will be allowed limited

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computer use. The DPW visited the Library on Monday to measure the space for dividers to account for the added traffic.

Considering this new information, Mike has a concern about how to keep the curbside pick-up open while having stacks open to browsing *and* having workers in the building to do the upcoming maintenance projects. Facilities is anticipating that there will be workmen in the building over 3-4 weeks to do both upgrading jobs. No firm dates have been established for beginning the work at this time, however, Mike explained that the building may need to be closed for a couple of days during parts of the work due to current COVID-19 health protocols. Mike is exploring different options to limit the time the Library would need to be closed. Discussion followed. Mike will speak with John Sanchez about collapsing the time frame of maintenance work into a shorter time period.

Mike reported that the Friends of the Burlington Public Library received a \$3,500 donation from the Del Duca Family Charitable Trust Fund. Ms. Barbara Del Duca, a retired librarian from the Medford Public Library and Burlington resident, expressed a concern that the Library was unable to run its annual May Baskets fundraiser in May. The donation will be directed to funding museum passes and purchase furniture for the Library.

The Trustees reviewed the FY19 Budget Expenditures and Balances provided by the Director. Discussion followed.

NEW BUSINESS:

The Trustees reviewed the *Massachusetts Sector Specific Workplace Safety Standards* handout provided by the Director. Discussion followed. Concerns were brought forward about the maintaining of “a log of workers and patrons to support contact tracing [...] if needed” from page 3 and its possible conflict with privacy laws. Discussion followed.

MOTION:

Motion to not maintain a log of workers and patrons, nor participate in contact tracing: Kevin Sheehan
Second: Phil Gallagher

Discussion followed. Mike stated that he anticipates that the Board of Health will be advising the Library to do contact tracing. He further explained that he interprets the maintaining of a log to be used *not* for discovery, but for communication.

Ram Voruganti left the meeting at 8:38pm.

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Motion to table: Kevin Sheehan
Second: Phil Gallagher

Voting recorded by roll call.

Rob Neufeld: yes
Kevin Sheehan: yes
Phil Gallagher: yes
Adam Woodbury: no
Ram Voruganti: absent
Hiral Gandhi: absent

Motion carried: 3-1-0

OLD BUSINESS:

None

MOTION:

Motion to adjourn: Kevin Sheehan
Second: Rob Neufeld

Voting recorded by roll call.

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

Motion carried: 4-0-0

ADJOURNMENT:

The meeting was adjourned at 8:45pm.