

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING

February 9, 2023

MINUTES

RECEIVED

By Town Clerk's Office at 9:23 am, Apr 10, 2023

MEMBERS PRESENT: Jesse Angeley, Janice Cohen, Hiral Gandhi, Rob Neufeld, Kevin Sheehan

MEMBERS ABSENT: None

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

CALL TO ORDER: The meeting was called to order at 7:02pm.

REVIEW OF MINUTES: The Minutes from January 26, 2023 were reviewed. Discussion followed.

MOTION: Motion to accept the January 26, 2023 Minutes as amended: Kevin Sheehan
Second: Jesse Angeley

Motion carried: 4-0-1

MOTION: Motion to accept the January 26, 2023 Executive Session Minutes as amended: Kevin Sheehan
Second: Janice Cohen

Motion carried: 4-0-1

CITIZEN’S TIME: None

TRUSTEE REPORTS: Janice reported that the Friends discussed the flood that happened at the Library this week, which also affected their sorting room. Donations to the Friends via AmazonSmile will no longer be possible due to Amazon’s discontinuation of the AmazonSmile program. The next Friends Board meeting will be held March 6 in the Periodical Room. Upcoming meeting dates are April 3 and May 1. To increase the membership drive visibility, there will be bookmarks available at the front desk. The Spring Book Sale will be April 28-30 with book collection taking place April 16. The Fall Book Sale will be held October 21-22 with a collection date TBD. National Friends of the Library Day is approaching.

POLICY REVIEW: None

DIRECTOR’S REPORT: The latest warrants were reported to the Trustees. The Board is aware that warrants #32/23 and #33/23 were processed from January 31, 2023 – February 13, 2023 for standard Library business. No warrants were processed for Occupancy from January 31, 2023 – February 13, 2023.

Mike reported that the microphones for the Fogelberg upgrade have arrived but have not been installed yet, resulting in some postponement of

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programming. Rob asked if the Trustees could get a tour of the upgrades once all have been integrated. Discussion followed.

The Strategic Planning Advisory Committee had its second meeting on February 8. The Community survey began on February 1 and will end on February 15. As of this meeting, there were 510 surveys completed and 120 Young Adult surveys completed. The goal for the Young Adult surveys was 50. Mike stated his pleasure at exceeding the goal. Discussion followed. No responses have been recorded yet from the Mandarin or Spanish translations that were provided, but there was one from the Hindi translation.

Mike explained that a burst water pipe that was connected to the McIntire Room's sink was discovered at opening on Sunday, February 5. It was discovered shortly after the rupture, which kept damage to a minimum. The carpeting was saturated with water but fans and wet-dry vacs were used. Within 12 hours it was dry. Discussion followed. Mike demonstrated the repair work that was done in and around the sink area to the Trustees. Discussion followed. Mike spoke with Facilities about the possibility of mold growth under the carpet, but he was advised that the steps that were taken and the fact that they were completed in such quick response will necessitate no further action. Discussion followed.

Mike stated that he would like to purchase some Yeti-brand insulated mugs for the staff this year, instead of the Library-branded jackets that were purchased for Staff Appreciation two years ago. Mike would like to purchase a few more mugs than the number of staff so that they can be used as giveaways for a Patron Appreciation Day scheduled for April 22. Discussion followed. Mike stated that there are 32 staff; the quote is for 40 mugs. In addition to the mugs, Mike would also like to purchase cookies and signage for Patron Appreciation Day. The cookies would be placed at the Circulation Desk and in the Children's Room for patrons to enjoy. Discussion followed. Mike requested that \$1,850 be approved from LIGMEG for the mugs and cookies.

MOTION:

Motion to approve allocating \$1,850 to purchase mugs and refreshments for Staff and Patron Appreciation Days: Hiral Gandhi
Second: Jesse Angeley

Motion carried: 5-0-0

Mike reported that the Library of Things is expanding. Mike directed the Trustees to a quote for shelving to help achieve better organization of

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space. Discussion followed. Mike stated that the Library requires tailgate delivery. Discussion followed.

MOTION:

Motion to approve allocating \$2,263.55 from LIGMEG to purchase shelving displays: Kevin Sheehan
Second: Hiral Gandhi

Motion carried: 5-0-0

Mike reported that he has had a conversation with Paul Sagarino about the budget due to the Town experiencing increases with staffing contracts and education contracts, etc. After talking with both Paul and Whitney Haskell, he has some ideas for taking some items out of the Library budget and asking the Trustees to perhaps cover some of those costs. Discussion followed. Mike explained that he will be sure to let the Town know that this would be a temporary fix, and not a permanent change for the future; the Trustees would be asked to fill the shortfall for this year only. Discussion followed. Mike explained that he has a meeting scheduled for February 16 with Whitney to discuss the changes he is proposing. Those changes would then be brought to the Trustees at the March 9 meeting if they are satisfactory to Whitney. Discussion followed. Mike added that March 15 is the budget presentation to Ways and Means. Discussion followed.

Rob asked, based on a communication he received, if anyone needs to go to Crisis Management Training. Mike explained that there is a staff member who will be attending. Discussion followed.

NEW BUSINESS:

None

OLD BUSINESS:

None

MOTION:

Motion to adjourn: Kevin Sheehan
Second: Hiral Gandhi

Motion carried: 5-0-0

ADJOURNMENT:

The meeting was adjourned at 7:41pm.