

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REMOTE MEETING
TRUSTEES MEETING
February 11, 2021
MINUTES

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

MEMBERS ABSENT: Hiral Gandhi, Ram Voruganti

OTHERS PRESENT: Cara Enos, Annemarie Gangi, Michael Wick – Library Director; Alison Varrell – Recording Clerk

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

REVIEW OF MINUTES: The Minutes from January 14, 2021 were reviewed. Discussion followed.

MOTION: Motion to accept the January 14, 2021 Minutes as amended: Phil Gallagher
Second: Rob Neufeld

Hiral Gandhi joined the meeting at 7:05pm.

Voting recorded by roll call.

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

Motion carried: 5-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: Adam was unable to make the Friends meeting. Hiral reported that at the annual Friends meeting Chris Lojko was announced as the new Treasurer. The By-Laws and budget were approved. Mike added that a lot of what was discussed at the Friends meeting will be discussed through his Director's Report as well.

Rob reported that he attended the latest ISAC meeting but that there was nothing new to report at this time.

Phil stated that because the Town recently came in with guidelines for the budget, the Trustees' previous request for a 10% estimated budget decrease has become moot.

POLICY REVIEW: None

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DIRECTOR’S REPORT:

Mike reported the latest warrants to the Trustees. The Board is aware that warrants #30/21, #31/21, and #32/21 were processed from January 13, 2021—February 2, 2021 for standard Library business. Warrant #29/21 was processed for Occupancy from January 13, 2021—February 2, 2021.

Mike reviewed the FY22 budget with the Trustees. He stated that the Town requested a level-funded budget and a budget that comes in at a 5% reduction. The Town still does not have a full picture of what the forecast will be. They want a budget to present to Town Meeting but they also want a possible “fail safe” (if cuts are needed on budgets) to present as well. Mike directed the Trustees to the level funding section of the handout and explained it to the Trustees. He stated that the level funding in this document is based on the September reduction of the budget by \$25,000. Discussion followed. Mike explained that level funding the budget would allow for the partial retention of Sunday hours (25 from the usual 37) allowing the Library to be open Sundays from October 24—April 24. Mike further related that the Library would pass MAR (Municipal Appropriation Requirement) but would dip to 90% compliance with Text, based on MBLC certification standards. Mike suggested that if the Trustees used discretionary funds to bring Sunday hours back, the Library would go back to being 100% compliant with Text. Discussion followed. Mike then directed the Trustees to the handout where it explained the budget as it would stand with a 5% reduction. He explained that the Library would not pass MAR and therefore a waiver would be needed. The Library would remain in compliance regarding hours, but would need to expend \$188,278 in order to gain 90% compliance with Text. Discussion followed.

Adam stated that he would be abstaining about discussions involving salaries and the budget to avoid a conflict of interest.

Discussion followed regarding options the Library has in order to be in compliance with MAR, State Aid, etc. Mike continued his explanation of Library expenses referring the Trustees to handouts throughout the explanation. Discussion followed. Kevin queried if limits could be placed on expenses like Hoopla. Discussion followed.

MOTION:

Motion to approve the Level Funded **FY22 Budget** as presented: Phil Gallagher
Second: Kevin Sheehan

Discussion followed. Kevin asked to clarify whether or not the Town is allowing for \$20,000 over MAR. Mike confirmed that it is.

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Ram Voruganti joined the meeting at 7:47pm.

Voting recorded by roll call.

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

Motion carried: 5-0-1

Mike continued with the Director's Report by stating that the MBLC had notified him that they are distributing the initial half of the Library's state aid award of \$20,751.73 (increase inclusive) for its Library Incentive Grant (LIG) and Municipal Equalization Grant (MEG).

It was reported that the CARES Act Virtual Programming Grant that Donna Manoogian (Head of Reference) had applied for from the MBLC was awarded at the full request amount of \$3,495 on February 2. This grant will greatly help expand programming at the Library, including a focus on art education and a working connection with the Sculpture Park to highlight the artists' work. A year's subscription to Creative Bug, a database that provides access to a wide array of art and crafts topics, is also included in the grant. Mike is meeting with Donna next week.

Mike stated that he was contacted by Sheila Hennessy, the Director of Mall Marketing and Business Development at the Burlington Mall, to request that the Library partner with the Mall to present an ongoing Storywalk from May – September. The Friends have provided the funding to purchase sign holders that will be used for the Storywalk (and for subsequent walks as well) and the Burlington Mall is providing the Friends and the Library with good promotion through email blasts, a promotional spot on the website and 25 indoor digital mall media screens.

At their February meeting, the Friends signaled their intent to assist the Library in purchasing bags—branded with the Friends' and the Library's logos—and are looking at lower-cost "recycled" bags. Marnie Smith has forwarded the Library's logo to the Friends so they can begin mock-up options.

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Mike shared the Library's programming statistics and directed the Trustees to the handout about Youth Services and Adult programs. He explained that the uptick in FY19's Youth Service programming costs/attendance included the addition of ComixCon. He also stated that the downward turn in attendance for YS programming in 2020 and 2021 was a reflection of the reduction of summer programming due to the pandemic and possibly the due to parents limiting their children's time online in addition to their already increased time online during school hours. Regarding Adult programs, Mike reported that attendance for adult programs has increased despite there being fewer programs. He pointed out that attendance at FY21 adult programming attendance has already outpaced FY18 attendance and the year is not yet over. Programming has been better and it has become easier for adults to participate due to online attendance. Discussion followed. Mike stated that he will continue to provide information about programming/attendance to the Trustees. His goal is to eventually create a Library position for programming and he hopes that by providing more of this information to the Trustees, it will be helpful toward that end. Discussion followed. Phil reminded the Trustees that an idea was floated in the past that perhaps an intern might be of assistance as well. Discussion followed.

Adam Woodbury left the meeting at 8:15pm.

Adam Woodbury joined the meeting at 8:16pm.

NEW BUSINESS:

Phil asked if the Library does anything for employees with 40 year of service as an anniversary token. Discussion followed. It was determined that a letter will be drafted from the Chair of the Trustees and the Library Director to AnnMarie McMakin in recognition of 40 years of service to the Library.

Phil asked about the estimated time frame of opening the Library. Mike reported that the Library will open in the next month or two if infections continue to fall. Discussion followed.

OLD BUSINESS:

None

MOTION:

Motion to adjourn: Hiral Gandhi
Second: Ram Voruganti

Voting recorded by roll call.

Rob Neufeld: yes

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

Motion carried: 6-0-0

ADJOURNMENT:

The meeting was adjourned at 8:22pm.