

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
TRUSTEES MEETING  
March 9, 2023  
**MINUTES**

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 7:01pm.

REVIEW OF MINUTES: The Minutes from February 9, 2023 were reviewed. Discussion followed.

MOTION: Motion to accept the February 9, 2023 Minutes as presented: Kevin Sheehan  
Second: Hiral Gandhi  
  
Motion carried: 5-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: Janice reported that the Friends met on Monday. There will be a special Thank You event for Volunteers on May 20. The Pop-Up Book Sale at Memorial is still being worked out. Discussions took place regarding creating a poster for Patron Day on April 22. Refreshments for the day will include wrapped candies, etc. and there will be informational bookmarks available regarding how more patrons can get involved. Book Collection day is scheduled for April 16 in preparation for the Spring Book Sale.  
  
Rob attended Ways and Means and reported no information from the meeting that was pertinent to the Library. Rob stated that the Library budget will be presented at Town Meeting on May 8.

POLICY REVIEW: Mike explained that he presented the Internet and Acceptable Use Policies to the Town Counsel review and input. He then presented the **Patron Behavior, Child Safety, Emergency Closing** and **Privacy Policies** for review by the Board. Discussion followed.  
  
Mike explained that some language was added to the *prohibited conduct* and *inappropriate use of children's services* sections of the policy. He stated that drinks would now be allowed at computers and that service animals would be added to the policy. Clearly defined steps for enforcement of patron behaviors were also more clearly delineated for greater helpfulness to staff. Lastly, he suggested that the former Cell Phone Policy be rolled into the Patron Behavior Policy. Discussion followed.

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MOTION: Motion to accept the **Patron Behavior Policy** as presented: Janice Cohen  
Second: Kevin Sheehan

Motion carried: 5-0-0

MOTION: Motion to embed the **Cell Phone Policy within the Patron Behavior Policy**: Kevin Sheehan  
Second: Jesse Angeley

Motion carried: 5-0-0

Mike stated that the language changed in the Child Safety Policy related to the age levels of children being left alone in the Library. Discussion followed. A refinement of phrasing was suggested for the policy. Discussion followed.

MOTION: Motion to accept the **Child Safety Policy** as amended: Kevin Sheehan  
Second: Jesse Angeley

Motion carried: 5-0-0

Mike reported that the changes suggested to the Emergency Closing Policy revolved around defining procedures vs. policy. Discussion followed. A phrasing suggestion was made regarding notifying the Board in lieu of solely notifying the Chair of the Board. Discussion followed.

Motion to accept the **Emergency Closing Policy** as amended: Jesse Angeley  
Second: Janice Cohen

Motion carried: 5-0-0

Mike related that he would like to embed the Confidentiality of Library Records Policy into the updated Privacy Policy. Discussion followed regarding data security. Mike explained that the purpose of the Privacy Policy pertains more to how Library records are handled regarding patron usage, etc. Discussion followed. A question was raised about the use of the phrase *as appropriate* from a specific part of the policy: "Upon receipt of any law enforcement request for information, the Director will notify the Board of Trustees as appropriate...." Mike stated that he will run it by the Town Counsel for any suggestions and bring the information back to the Board for their vote next month.

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**DIRECTOR'S REPORT:**

The latest warrants were reported to the Trustees. The Board is aware that warrants #34/23, #35/23 and #36/23 were processed from February 14, 2023 – March 6, 2023 for standard Library business. Warrants #34/23 and #35/23 were processed for Occupancy from February 14, 2023 – March 6, 2023.

Mike reported that as a result of a meeting with Paul Sagarino and Town budget staff, he will be presenting a revised budget for FY24. All department heads had meetings regarding their budgets, although no guideline was given. Due to increased Town contracts all departments were asked to relook at their budgets. Mike directed the Board to the updated FY24 budget and explained his reasoning behind adjusting the Library budget as follows:

- Removing the Smiota contract line item
- Removing the staff water subscription line item

Mike stated that he would like to ask the Trustees if they would consider covering these two expenses for the FY24 year, amounting to approximately \$5,000, with the proviso that it would only be for this year and that he would reinstitute these expenses into the budget after the FY24 budget year. Discussion followed. A question was raised about whether water could be covered by Facilities or perhaps by a Commonwealth grant-based water program. Mike responded that due to specific issues regarding the staff breakroom, he would prefer to go with bottles of water. Discussion followed. Mike added that the next LIGMEG installment should arrive in March or April.

**MOTION:**

Motion to approve the FY24 Budget as amended: Kevin Sheehan  
Second: Hiral Gandhi

Motion carried: 5-0-0

Mike informed the Board that the staff chairs in the Library are more than fifteen years old and are due to be replaced. It was determined that 24 chairs would be needed. Staff called vendors for different styles, etc. and determined that the cost would be approximately \$20,000. Mike wanted to speak with the Trustees to find out their opinions about chair replacement and costs before having chairs tested out by staff. Discussion followed. Recommendations from different Library Directors in the area revealed that public service desk chairs need to be more durable because of multiple users and more wear and tear, and staff chairs can be a little less durable because they aren't experiencing multiple users with a lot of adjustments, etc. Mike explained that two styles of chairs would be chosen

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via majority vote. Discussion followed. Mike will move forward with looking at chairs.

March Minute Madness has been well received. The Burlington Public Library is in competition with 40 other libraries and has logged over 41,000 minutes read. Currently Burlington is in direct competition with the Danvers Public Library.

Mike shared that the project manager from ProAV has indicated that the Fogelberg A/V system will be fully installed by March 14, 2023. He anticipates using the system for the first hybrid program in April. Discussion followed.

Digitization of often-requested materials in the Library's archives is being continued by Justin Acosta, the new Head Reference Librarian. The first collection of Burlington High School yearbooks and Town Annual Reports are now available to view at <https://archive.org/details/burlingtonpubliclibrary>. Digitization of street listings and annual reports will be worked on next.

Regarding Strategic Planning, the community survey wrapped up on February 15. The Library received 573 responses to the general survey and 216 responses to the Young Adult survey. The next step is to use the feedback collected and work with Department Heads to formulate goals, objectives and action items.

Mike reported that in redesigning the space where the computer terminals are located in the Library, it was determined that floor outlets would be left exposed without covers. The Facilities Department provided a quote for replacing all of the floor outlets (on the second floor) for a total replacement cost of \$5,567.79, including outlet capping and flanges. However, Facilities determined that they would not be able to cover this cost. Mike went back to look at the area and revised the quote to cover and cap only the outlets on the second floor that would be exposed (not covered by tables). The revised cost would be \$2,691.80. Mike asked the Trustees to consider allocating this amount from LIGMEG. Discussion followed regarding keeping some floor outlets available in more advantageous locations for people to charge their devices while reading books, etc. Mike explained that Facilities said that due to the fact that the second floor is cement, it is too difficult to relocate and/or create new outlets in different areas. Discussion followed.

**MOTION:**

Motion to approve up to \$5,700 from LIGMEG for capping and covering outlets on the second floor of the Library: Kevin Sheehan

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Second: Rob Neufeld

Motion carried: 5-0-0

Mike reported that he is working on an idea to have art from local artists displayed on Library cards. He and the staff are considering hosting a contest, which could coincide with Burlington's 225<sup>th</sup> anniversary of being an incorporated town. He will share more as the project develops. It is likely that Mike will ask the Trustees for funding the purchase of the cards (which will likely cost a premium because of the variety of designs to be printed) and lanyards with pockets. Discussion followed. Mike explained that the Library usually issues between 1,200 – 1,500 cards a year.

Mike related that the Assistant Director position has been posted. Although the official opening for the position is July 14, 2023, he has asked that the start date be July 5 so that there is some overlap for training and transition with the new hire.

The Library received a \$250 donation from The Sicard Living Trust. David Sicard, who presented the donation, shared that he greatly appreciates the Library's subscription to Overdrive.

MOTION:

Motion to accept a donation to the Library in the amount of \$250: Kevin Sheehan

Second: Hiral Gandhi

Motion carried: 5-0-0

Mike shared that he will be having a staff meeting tomorrow to share future changes that will be taking place in the Library.

NEW BUSINESS:

None

OLD BUSINESS:

None

ADJOURNMENT:

The meeting adjourned at 8:35pm.