

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
May 11, 2023
MINUTES

MEMBERS PRESENT: Jesse Angeley, Janice Cohen, Phil Gallagher, Rob Neufeld, Susanne Russell, 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 7:00pm.

REVIEW OF MINUTES: The Minutes from April 13, 2023 were reviewed. Discussion followed.

MOTION: Motion to accept the April 13, 2023 Minutes as presented: Phil Gallagher
Second: Rob Neufeld

Motion carried: 6-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: Janice attended the Friends meeting and reported that the Book Sale made over \$5,000. They will begin replacing books for sale this week. They are forming the Book Sale Committee for the fall. The Friends Thanking Friends Luncheon will be held May 20. There will be formal invitations with RSVPs. Discussion followed. There will be an approximate cost of \$275-300, depending on attendance, that the Friends would like to ask the Trustees to cover. The Friends will cover all other expenses. Janice reported that the Friends Instagram and Twitter accounts are now up and running. Membership is up to 138. On October 11 Ginna Shahid will be interviewed on BCAT. The Friends may produce a newsletter to be shared this summer.

Rob shared that the ISSAC chairperson, Steve Morin, is leaving and they are looking for a someone to fill the position. Discussion followed.

POLICY REVIEW: None

DIRECTOR'S REPORT: The latest warrants were reported to the Trustees. The Board is aware that warrants #42/23, #43/23, #44/23, and #45/23 were processed from April 11, 2023 – May 8, 2023 for standard Library business. Warrants #43/23 and #44/23 were processed for Occupancy from April 11, 2023 – May 8, 2023.

Mike reported that the FY24 Library budget passed Town Meeting on Monday. Transition steps are being considered regarding the changes to positions.

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING

May 11, 2023

MINUTES

(Page 2)

The second installment of the LIG/MEG award was received in the amount of \$24, 548.56.

The AV system is mostly complete. Mike is in discussion with the engineer to get a second-tier level of access so that patrons cannot access the full controls when using the Fogelberg A space, which was not accounted for within the scope of the bid. Once the work is done, training will be scheduled. IT will test the systems. Rob inquired about a tour of the system for the Trustees. Mike will set one up once all is set and training for the staff has been held. Discussion followed.

Sue has connected with Carolyn Pennie, Burlington Garden Club member, and has come up with a plan for continuing to improve the Library grounds. Mike has contacted Brendan Egan, Director of Parks and Recreation, and his staff will be assisting with the improvements. Discussion followed. Mike explained that Phase 1 of the grounds improvement initiative was achieved in 2019 with garden beds being redone and planters being installed by the Garden Club and the Town Beautification Committee. Phase 2 is now working (internally) with the Recreation Department to do some plantings and to pull out the smaller yews in the back corners. Sue has been amending the soil and planting annuals, etc. Discussion followed. Mike directed the trustees to the handout that delineates specific recommendations for the Library grounds and the accompanying budget request in the amount of \$1,000 to support those improvements. Discussion followed. Mike asked Marnie to check with the Friends about volunteers to help with the work but it was reported that they are somewhat busy at this time. Instead, Mike is hoping to set up an online volunteer sign-up site where volunteers who sign up can stop by the Library desk to pick up tools and supplies to help maintain the improvements at their convenience. Discussion followed. Mike explained that he would expect that garden maintenance work would require approximately 2 days a week for about an hour at a time. Discussion followed. Mike will consider adding a permanent line item in future budgets for purchasing plantings. Discussion followed.

MOTION:

Motion to approve up to \$1,000 from the Donations account for the purchase of garden renovations for the Library grounds: Phil Gallagher
Second: Jesse Angeley

Motion carried: 6-0-0

Mike reported that when the parking lot was repaved, a bike rack that was previously damaged was removed from the Library grounds. Mike has

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING

May 11, 2023

MINUTES

(Page 3)

worked with Brendan Egan to plan for a replacement, which would spell “READ” and be placed on the Library’s front lot. The exact location is to be determined; however, he is considering using one of the 15-minute parking spots that has traditionally been more problematic for cars to use. Discussion followed. Mike referred the Trustees to the handout that includes a diagram of the new bike rack. Each letter would hold 2 bikes, with the entire rack holding a potential 8 bikes in total. Discussion followed. Brendan and Mike talked about creating barriers around the rack to eliminate some of the congestion that would be caused in the area, were they to be placed in that location. A big consideration is how to protect the rack from snow when plowing begins. Discussion followed. Mike explained that the bike rack’s cost is approximately \$1,000 per letter but the rack’s design would lend itself to functionality beyond bike storage and would increase advertising and marketing potential for the Library. Discussion followed regarding parking issues. Mike agreed to get more information about how the placement of the bike rack might affect parking.

Mike shared a draft of the Goals and Objectives for the Library’s upcoming Strategic Plan, which was constructed with feedback provided by the Community Survey, the Staff and Trustees SOAR Exercises, and the Strategic Planning Advisory Committee. Mike explained that although this draft isn’t something that the Board needs to vote on, he wanted to make sure the Trustees had an opportunity to share feedback now since it will be easier to make adjustments at this time as opposed to later on in the process. Discussion followed re: how the current Goals and Objectives are different from the past. Mike is looking at developing:

1. More opportunities for individuals to give back to the Library (e.g., donors).
2. Partnerships with existing community partners and building new partnerships

Mike explained that Action Items are created by Department Heads and himself and then those Action Items are brought back to the Board of Trustees for a vote in September. Discussion followed.

In programming, Mike explained that the Library is working with the India Association of Greater Boston (IAGB) on another round of programming for the Discover India series.

Patron Appreciation Day took place on Saturday, April 22 and was well attended for both the children’s and adult’s programs. Over 400 patrons visited the Library, which was about 200 more than the same Saturday

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING

May 11, 2023

MINUTES

(Page 4)

from the previous year. The Library is looking forward to hosting another Patron Appreciation Day in 2024 to build on this year's success.

GINNA SHAHID, President of the Friends of the Public Library, and other members of the Friends are coordinating another Volunteer Appreciation event which will include both members of the Friends and Library Volunteers. Volunteer Appreciation Day was originally established in 2019. Money had previously been allocated by the Trustees for the Library's June 2020 Volunteer Appreciation event, but Covid cancelled it. Mike is requesting that the Trustees allocate \$500 from the Donations account to fund this year's event, which will cover food and supplies for the luncheon.

MOTION:

Motion to approve up to \$500 from the Donations account for the purchase of food and supplies for the Library's Volunteer Appreciation Day event: Phil Gallagher

Second: Sue Russell

Motion carried: 6-0-0

Discussion followed.

Mike related that there have been a lot of staffing changes in the Library. Cara Enos, Head of Circulation, was offered the position of Assistant Director and has accepted. The position of Head of Circulation was posted on April 24 and interviews are anticipated to begin shortly, after May 8. Discussion followed. Cynthia Parker, Assistant to the Children's Librarian, has given her notice as of May 20, 2023. The position was posted on April 24 and interviews are currently being held. Laura Richards, Library Page, has given her notice as of May 16. The position will not be posted in anticipation of staffing adjustments to take place on July 1, 2023.

The Library received a \$150 donation from LCEA/LABBB, which uses the Library's meeting space on a regular basis.

MOTION:

Motion to accept a donation in the amount of \$150 from LCEA/LABBB: Janice Cohen

Second: Sue Russell

Motion carried: 6-0-0

NEW BUSINESS:

None

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
May 11, 2023
MINUTES
(Page 5)

OLD BUSINESS: None

MOTION: Motion to enter Executive Session: Rob Neufeld
Second: Phil Gallagher

Motion carried 6-0-0

EXECUTIVE SESSION: Meeting entered Executive Session at 7:54pm.

Executive Session Topic:
1. Cyber Audit Debrief

MOTION: Motion to adjourn Executive Session: Phil Gallagher
Second: Kevin Sheehan

Motion carried 6-0-0

ADJOURNMENT: The meeting adjourned at 8:34pm.