

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
June 8, 2023
MINUTES

MEMBERS PRESENT: Jesse Angeley, Janice Cohen, Phil Gallagher, Rob Neufeld, Susanne Russell

MEMBERS ABSENT: Kevin Sheehan

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 May 11, 2023 were reviewed. Discussion followed.

MOTION: Motion to accept the May 11, 2023 Minutes as amended: Sue Russell
Second: Janice Cohen

Motion carried: 5-0-0

The Executive Session Minutes from May 11, 2023 were reviewed. Discussion followed.

MOTION: Motion to accept the May 11, 2023 Executive Session Minutes as presented: Phil Gallagher
Second: Rob Neufeld

Motion carried: 5-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: Sue attended the Friends meeting. Discussion was held about the financials from the latest Book Sale and the upcoming book collection for the Fall Book Sale on October 1. Also discussed was the upcoming kickoff for Summer Reading on June 26 where the Friends expect to handout the remainder of the candy goodie bags left from Patron Appreciation Day. The annual Flatbread Fundraiser will be held August 15. Current membership is at 131, which is down from 180 at this same time last year. Burlington attendance for the Discover India program was lower than expected. Discussion followed. The Friends' next meeting will be held via Zoom in June.

Mike shared that ISSAC is advocating that any employee hired by the Town be required to go through internet security training. Ken Gordon is interested in proposing a similar policy be legislated at the state level. Discussion followed.

POLICY REVIEW: None

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DIRECTOR'S REPORT:

The latest warrants were reported to the Trustees. The Board is aware that warrants #46/23, #47/23, #47/23, #49/23 and #50/23 were processed from May 9, 2023 – June 12, 2023 for standard Library business. Warrants #47/23 and #48/23 were processed for Occupancy from May 9, 2023 – June 12, 2023.

Mike reported that the new AV system is still in need of some software engineering to create public and staff access and training still needs to be held before a final retest of the system can be completed. Discussion followed. Mike explained that Patrons would not connect directly to the BPL computer that controls the system, but would instead connect to the AV equipment via cable into the outlets around the program room(s). There would be no access to internal computers by Patrons at all. Discussion followed. Mike explained the logistics for use of the system when configured for one large room vs. separated smaller rooms. Discussion followed. Mike explained that in addition, only staff would have use of the Library's [expensive] wi-fi dongles; Patrons would need to supply their own dongles when using the AV equipment. Discussion followed. Sue asked how the new system is being marketed. Mike responded that a user policy needs to be established first and then an online request field will be created for Patrons to sign up. Discussion followed.

Mike stated that he is working with Brendan Egan (Recreation Department Director) to select a bike rack for installation at the Library. The original design for and placement of the bike rack has had to be revisited. Mike was notified that the DPW will be installing electric car charging stations in various municipal lots across Town. The Library will be assigned two charging stations that will effectively use three spaces due to the need for an oversized designation for handicap accessibility. Discussion followed. Mike anticipates that the new bike rack will be located at the front of the building. Discussion followed. The Trustees raised strong concern regarding the Town's procurement of already limited parking for Patrons of the Library. Mike shared with the Trustees that he had told Brendan that he would be sharing this new plan with the Trustees for their consideration. Discussion followed. The Trustees voiced additional concerns about the transparency of the EV charging companies, the residential costs, potential Town inducements and the town-wide plan and selection process for placement of charging stations. Mike explained that the proposed placement of the EV charging stations at the Library would be near the Transformer at the rear of the parking lot. Discussion followed. Mike related that the EV charging stations appear to be the next phase of changes the Town is making and the timing of the EV stations will be based on grant awards, etc. Discussion followed.

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Mike related that the final Strategic Planning Advisory Committee (SPAC) is scheduled for July. At the meeting, discussion will be held about the various information gathering that has been done as well as the resulting goals and objectives that have been determined.

The Trustees of the Reuben Hoar Library in Littleton are inviting Trustees from MVLC libraries to participate in an informal Trustee Meet and Greet event on September 8 at 6:30pm at their library. Mike asked the Trustees to let him know if they would like to attend.

Patron Appreciation Day, coordinated by the Friends of the Burlington Public Library, was a great success.

Mike reported that many staffing changes have been transpiring lately. Sandra Woodbury (Senior Library Technician) has accepted the position of Circulation Librarian and will begin her new position on July 5. Nathasha Piske-Perlmutter has accepted the position of Assistant to the Children's Librarian and began her new role on June 5. The Library's current open positions are Library Aide (Circulation), Programming and Marketing Librarian, Senior Library Technician and Library Page (Technical Services). Discussion followed. Phil asked that the new job description for Programming and Marketing Librarian be shared with the Trustees. Discussion followed. Mike explained the different avenues that the Library uses to book authors for programs. Discussion followed.

Lillian Toomey (Library Page) will be leaving her position on June 26 and Barbara Nelson, Maureen Mullen, Darlene D'Addario and Lori Legnon will no longer be employed as Library Pages as of June 30. Staff are working through the new changes and transitions taking place at the Library.

NEW BUSINESS:

None

OLD BUSINESS:

None

ADJOURNMENT:

The meeting adjourned at 7:56pm.