

RECEIVED

By Town Clerk's Office at 8:32 am, Oct 06, 2021

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
McINTIRE MEETING ROOM
TRUSTEES MEETING
July 8, 2021
MINUTES

MEMBERS PRESENT: Phil Gallagher, Hiral Gandhi, Rob Neufeld, Kevin Sheehan, Ram Voruganti

MEMBERS ABSENT: Adam Woodbury

OTHERS PRESENT: 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 June 10, 2021 were reviewed. Discussion followed.

MOTION: Motion to accept the June 10, 2021 Minutes as amended: Hiral Gandhi
Second: Rob Neufeld
Motion carried: 4-0-1

CITIZEN'S TIME: None

TRUSTEE REPORTS: None

POLICY REVIEW: The current **Photography, Videotaping and Recording Policy** was reviewed by the Trustees. No edits were recommended to the Board by Mike. Discussion followed.

MOTION: Motion to accept the **Photography, Videotaping and Recording Policy** as presented: Ram Voruganti
Second: Phil Gallagher

Discussion followed

Motion carried: 5-0-0

The current **Circulation Policy** was reviewed by the Trustees. Mike presented and explained several edits he recommended to the Board. A change that made in this policy due to Covid-19 was that replacement library cards would be issued without a replacement cost. Mike explained that he would like to keep that change in the policy because it corresponds with the current fee-free policy that the Library has adopted. Discussion followed. Mike continued, stating that he would like to add a new circulation period of 7 days for a 'Library of Things' as well as a 24-hour window for inspecting returned items. Discussion followed.

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MOTION: Motion to accept the **Circulation Policy** as presented, with amendments:
Phil Gallagher
Second: Hiral Gandhi
Motion carried: 5-0-0

DIRECTOR'S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #48/21, #49/21, #50/21, #51/21, #52/21 and #53/21 were processed from May 19, 2021—June 30, 2021 for standard Library business. Warrants #49/21, #51/21 and #52/21 were processed for Occupancy from May 19, 2021—June 30, 2021.

Mike stated that the window blinds and film on the first floor have provided quite an upgrade to the Library. He has received a quote for shade replacement for the second floor and suggested the Board view the quote attachment in the Director's Report. Mike requested that the Trustees consider allocating \$12,540.87 from LIGMEG for the facility upgrade. Discussion followed.

MOTION: Motion to approve \$12,540.87 from LIGMEG funds for the purchase of window shade upgrades for the second floor of the Library: Kevin Sheehan
Second: Phil Gallagher
Motion carried: 5-0-0

Discussion followed regarding the LIGMEG balance of funds.

Mike reported that with the Library's FY22 budget being level-funded, the allocations for displays was removed from the Library's FY22 budget. He requested that the Trustees consider allocating \$1,700 from LIGMEG to make up for this reduction in the budget in order for the Library to resume creating print advertisements to promote programs and services.

MOTION: Motion to allocate \$1,700.00 from LIGMEG funds for advertising and promotion services of Library programs: Hiral Gandhi
Second: Ram Voruganti
Discussion followed.
Motion carried: 5-0-0

Mike updated the Trustees on the re-opening of the Library, since June 14, 2021. Services have been running smoothly, however, there are a couple of limitations on "normal" Library operations that are still suspended or delayed due to the pandemic aftermath.

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- The museum pass program will resume mid-July;
- Meeting Room reservations will begin in September;
- Fully in-person programs will begin in September.

Mike also reported that Curbside Delivery is still popular, showing an average of 100 patrons utilizing it weekly (average determined during first two weeks of opening). Mike stated that it remains to be seen if the demand will remain high for the service when the Fogelberg Area is reclaimed for in-person programs and meeting room reservations resume. He remarked that curbside service, if it stays, will need to change a little, but it is still holding strong. Discussion followed. Concerns were voiced about meeting the needs of patrons and the possibility of needing an expensive automated system. Assisting new parents, the elderly, and families with loved ones experiencing dementia, were all discussed as possible reasons for keeping Curbside Delivery in the future. Discussion followed. Hiral wondered about a possible self pick-up/checkout of holds might help free up staff to deal with curbside time needs. Mike said he will see how Curbside continues and let the Trustees know.

Mike continued his report by stating that he is working to collect quotes and ideas for upgrading the audio-visual components in the Fogelberg Area, as well as technology to provide hybrid programs for patrons. He is looking at alternatives in AV/tech that are somewhere between low-tech options that the Library already has and the high-cost full 'studio' options, that are too costly to adopt. Looking at the different levels of AV is also changing how the Library will look at what it needs an intern to do. Discussion followed.

Summer Saturday hours are scheduled to begin on August 7, 2021. Department Heads are beginning the process of filling overtime Sunday hours for September and October. Mike requested that the Trustees consider allocating the remaining amount of unfunded overtime hours from the municipal budget, using LIGMEG funds, in the amount of \$12,646.00. Discussion followed.

MOTION:

Motion to allocate \$12,646.00 from LIGMEG funds to cover remaining unfunded overtime hours: Hiral Gandhi
Second: Phil Gallagher
Discussion followed.
Motion carried: 5-0-0

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Mike reported that Isabel Llorente has accepted a position as Library Page and began on June 21, 2021. Two Page positions were reposted and applications are in the process of being reviewed.

The Library received a \$200 donation from members of LCEA of LABBB Collaborative, who use the Library's meeting space (pre-Covid).

MOTION:

Motion to accept a donation in the amount of \$200.00 from LCEA of LABBB Collaborative: Ram Voruganti
Second: Phil Gallagher
Motion carried: 5-0-0

NEW BUSINESS:

Discussion was held about upcoming meeting dates. The Board determined that there will be no meeting in August.

OLD BUSINESS:

Ram commented that the new lighting and painting looks good in the Library. Discussion followed.

ADJOURNMENT:

The meeting was adjourned at 7:57pm.