

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
August 10, 2023
MINUTES

- MEMBERS PRESENT:** Jesse Angeley, Phil Gallagher, Rob Neufeld, Susanne Russell, Kevin Sheehan
- MEMBERS ABSENT:** Janice Cohen
- 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 July 13, 2023 were reviewed. Discussion followed.
- MOTION:** Motion to accept the July 13, 2023 Minutes as presented: Jesse Angeley
Second: Sue Russell
- Motion carried: 5-0-0
- CITIZEN'S TIME:** None
- TRUSTEE REPORTS:** Sue reported notes from the Friends meeting. The Friends are no longer accepting encyclopedias for book sales. Regarding book storage, measurements are being taken to maximize storage and safety for the people working in the book sale storage area of the Library. Ginna will talk to Mike regarding the possibility of getting a different room for storing books. Discussion followed. The maximum stacking height is about 5'7" because there is a need for fire hazard clearance above the stack. Mike explained previous routines for book collection. Discussion followed. Also at the meeting, discussion was held about possibly changing the 'buy 2, get 1 free' promotion to account for book re-sellers who come to the sales and may take advantage of the event promotion. Leigh is now emailing Friends members to remind them to renew. The Chateau fundraiser will be held August 15. The Raffle, scheduled for September 11 through September 29, has been separated from the fundraiser. So far, the Friends have collected 20 different raffle items. Cara attended the Friends meeting and asked them for input on how she can help the Friends. Ginna stated that she would like to maintain open lines of communication to and from the Library through her. Discussion followed. Sue remarked that perhaps it would be a good idea to note on Library brochures which programs are funded by the Friends. Discussion followed. Mike explained that in the Library newsletter and website there is a "Friends" area that communicates all that the Friends do/contribute to the Library. Sue reported that Ginna hopes that BCAT will be willing to broadcast the September 29 drawing for the Raffle. Discussion followed. The next Friends meeting will be September 5. Discussion followed.

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POLICY REVIEW:

Mike reviewed the Library's Circulation Policy with the Board. He stated that because the Library's current policy does not mesh with the new MVLC requirements regarding obtaining a library e-card, it needed to have some revision. Discussion followed about non-resident e-cards (MVLC e-cards). The new policy would allow e-cards to access e-items through MVLC resources rather than through specific Town resources (e.g., using MVLC databases). Discussion followed. Rob asked Mike if there might be a statewide consortium in the future. Mike replied that he doesn't believe so. Discussion followed. Sue asked what is needed to apply for an e-card. Mike stated that a patron would need to supply:

1. Name and address
2. Phone
3. Email

The e-card would be provisional for 30 days and could also be converted to a card with full privileges by visiting the Library in person, after which the e-card would transition to a 3-year card. Discussion followed.

MOTION:

Motion to approve the updated **Circulation Policy**: Phil Gallagher
Second: Kevin Sheehan

Motion carried: 5-0-0

DIRECTOR'S REPORT:

The latest warrants were reported to the Trustees. The Board is aware that warrants #54/23, #55/23 #3/24, #4/24, #5/24 and #6/24 were processed from July 2, 2023 – August 7, 2023 for standard Library business. Warrants #54/23 and #5/24 were processed for Occupancy from July 2, 2023 – August 7, 2023.

Mike reported that the Burlington Police Department has improved security throughout Town buildings by installing a panic button for extreme emergency situations. Discussion followed regarding locations within the Library. The added security improvements caused a review of the Library's security procedures, specifically how it restricts access to staff spaces. As part of that, Mike asked Action Lock & Key to provide a quote for key fob access for the remaining 8 doors that access staff-only areas in the building. The walk-through for that will occur on Wednesday, August 9. Mike expects to have a quote to present to the Trustees at the September meeting. Discussion followed.

Mike stated that the Library's kiosk at Celebrate Burlington was a huge hit. The Library's presence at community events has been a very successful way to reconnect with patrons and develop better outreach for

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new ones. The Library is planning to participate at the Town Center Beer Garden and possibly at the Diwali celebration in September (pending staff availability). Discussion followed. With increased participation in outreach events, Mike stated that in the future, he may be asking for funds to provide more giveaways and promotional materials, like those given during Plinko at Celebrate Burlington, that have been so popular at such events.

Mike reported that the Library received a \$55 donation from Man Tran and Kim Do, who requested that the funds be used to purchase an additional gift basket (ice cream) for the Children's Summer Reading Program.

MOTION: Motion to accept a donation of \$55 from Man Tran and Kim Do: Kevin Sheehan
Second: Jesse Angeley

Motion carried: 5-0-0

MOTION: Motion to allocate \$55 for the purchase of an ice cream gift basket for the Children's Summer Reading Program from the Donations account: Phil Gallagher
Second: Sue Russell

Motion carried: 5-0-0

Mike discussed the progress of the budget expenditures with the Board, referring them to the latest Library Budget Expenditures and Balances report. Discussion followed. Mike reported that he expects to receive approximately \$46,000-\$47,000 in LIGMEG funds in the future. Discussion followed.

NEW BUSINESS: Rob stated that he will be away for the September 14 meeting.

OLD BUSINESS: None

ADJOURNMENT: The meeting adjourned at 7:42pm.