

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
HYBRID: DIRECTOR'S OFFICE and ZOOM
TRUSTEES MEETING

March 10, 2022
MINUTES

RECEIVED

By Town Clerk's Office at 8:46 am, May 09, 2022

- MEMBERS PRESENT: Phil Gallagher, Hiral Gandhi, Kevin Sheehan, Ram Voruganti, Adam Woodbury
- MEMBERS ABSENT: Rob Neufeld
- OTHERS PRESENT: anonymous online attendees; Marnie Smith – Assistant Library Director; Michael Wick – Library Director; Alison Varrell – Recording Clerk
- CALL TO ORDER: The meeting was called to order at 7:03pm.

Rob Neufeld joined the meeting at 7:04pm.
- REVIEW OF MINUTES: The Minutes from February 10, 2022 were reviewed. Discussion followed.
- MOTION: Motion to accept the February 10, 2022 Minutes as amended: Phil Gallagher
Second: Kevin Sheehan

Discussion followed.

Voting recorded by roll call.

Phil Gallagher: yes
Ram Voruganti: yes
Hiral Gandhi: yes
Adam Woodbury: abstain
Kevin Sheehan: yes
Rob Neufeld: yes

Motion carried: 5-0-1
- CITIZEN'S TIME: None
- TRUSTEE REPORTS: Phil reported that he will be meeting with the Ways and Means Sub Committee regarding the budget and will then discuss it with Ways and Means.

Adam reported that the Little Free Library has experienced some advertising flyers being stuffed into its Library box and that they are working on getting that taken care of. The Friends' membership is down as expected due to the pandemic. As of right now there are 118 members and by comparison, at the end of 2018, there were 240 members. The next meeting of the Friends will be April 4. The next book sale is scheduled

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for April 29-May 1, with a collection date of April 10.

Rob reported that ISAC is moving ahead with their recommendations but that progress is slow.

POLICY REVIEW:

None

DIRECTOR'S REPORT:

The latest warrants were reported to the Trustees. The Board is aware that warrants #33/22, #34/22, and #35/22 were processed from February 8, 2022 – February 28, 2022 for standard Library business. Warrants #34/22 and #35/22 were processed for Occupancy from February 8, 2022 – February 28, 2022.

Mike reported that the request for reclassification has been denied so Mike has made some changes to the FY23 budget to reflect the anticipated staff budget. The Trustees were referred to the handouts provided. Mike asked the Trustees if they would consider voting on the changes made, and stated that the budget did drop.

MOTION:

Motion to accept the **FY23 Library Budget** as amended: Kevin Sheehan
Second: Phil Gallagher

Voting recorded by roll call.

Hiral Gandhi: yes
Phil Gallagher: yes
Kevin Sheehan: yes
Rob Neufeld: yes
Ram Voruganti: yes
Adam Woodbury: abstain

Discussion followed.

Motion carried: 5-0-1

Regarding Covid precautions and restrictions in the Library, Mike reported that as cases continue to trend downward in Burlington and statewide, he anticipates removing the plexiglass partitions during the week of March 14. Mike wanted to wait at least two weeks following the February school recess before making any changes and in the meantime has spoken with the Board of Health to confer. They confirmed that Covid numbers currently are dropping locally, county, and statewide.

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The Library Holds Locker has been delayed in production and Smiota is now anticipating they will receive the lockers at the end of April. Regarding the A/V upgrades in the Fogelberg Area, Mike reported that one of the bidders has dropped out, but he believes that they may not have been able to fulfill some of the prerequisites to the bidding process. The request for bids regarding the upgrades was posted, however, and there will be bids to review after March 16. Mike stated that he will possibly be in touch with the Trustees to arrange a Board meeting, pending the bid amounts. Discussion followed.

Repaving planning is progressing for the Library parking lot. Work includes sewer access points and updating the treatment of runoff water with 'green' improvements, grading the lot, adding a sidewalk along the west side of the building and restructuring the parking lot spaces. Mike is anticipating a start date during the summer, during which time all or portions of the parking lot will be unavailable for public and staff parking. Discussion followed. Mike explained that although the largest improvement will be the sidewalk, he believes that the change in some areas where parking spaces are expected to be made wider/more compact will help the Library gain 2-3 spaces. On the other hand, that will also result in a possible limitation on employee parking. Discussion followed. Mike added that there has been a possible suggestion of adding parking lines to Briarwood Lane. The new location of where the book drop will be after the paving is complete is currently under discussion. Discussion followed. Mike stated that the changes to the parking lot will not solely be repaving. There will be reconstruction of the lot including digging, tearing up and removal of the old pavement, recurbing, new pavement, etc. He anticipates a parking lot shutdown of a month or more. Discussion continued.

At the request of the Town IT Department, the Library has requested that the Cybersecurity and Infrastructure Security Agency (CISA) perform cyber hygiene services. Reports are available at the Library for review in person. The testing was done on the Library's open public connections provided by Verizon.

Representatives of the MBLC have indicated to the Executive Director at the MVLC that there will be an open round of grant funding available to library networks to perform cybersecurity audits and improvements, which MVLC will be applying for. Discussion followed. Adam queried whether the Library could require Insight on any vendors in the future. Mike responded that he believes that based on recent events, vendors will very likely be on board with that in the near future.

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March has typically been when the Library has begun the process of May Basket fundraising, however, the preparation is extremely labor intensive for the amount of money it brings in. It has been two years since the Library has done May Basket fundraising (due to Covid-related disruptions) and Mike feels that now is a good time to consider a change. He would like to transition the Library fundraisers to a more contemporary format that still provides an opportunity for local businesses and organizations to support the Library with perhaps a greater fundraising benefit per labor required. To that end, he will be working with the staff to investigate the possibility of a mini-golf fundraiser at the Library, tentatively scheduled for Fall 2022. Discussion followed. Mike explained that businesses would sponsor a hole at a mini golf Library-wide event. Discussion followed regarding the possibility of instituting a raffle. Mike explained that the Library would not be able to get a license for one. In the past the license for the May Baskets raffle was pulled by the Friends, but now they are no longer the lead facilitator for this fundraising event. Mike stated that he believes the mini-golf event would be a good opportunity to get people into the Library who don't usually come in. Discussion followed.

Mike reported that Wanru Tai, a Library Page in the Technical Services Department, is resigning from her position. Her last day will be March 10. The position has been posted and interviews will begin shortly. Interviews for the Administrative Assistant I position to replace Geri Gaffey will begin next week. Gerri will be leaving on April 22. She has requested that no party be thrown in her honor, however, she has agreed to share a favorite charity for those who would like to make a charitable donation in her honor. Mike stated that the staff will celebrate Geri's retirement with a special breakfast (Geri's favorite meal).

NEW BUSINESS: Rob congratulated and thanked Phil on his six terms as Trustee and his ten years on Ways and Means and wished him well in his retirement from these positions. More thanks yours and well-wishes from the Board followed.

OLD BUSINESS: None

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

Voting recorded by roll call.

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Ram Voruganti: yes

Rob Neufeld: yes

Hiral Gandhi: yes

Kevin Sheehan: yes

Adam Woodbury: yes

Phil Gallagher: yes

Motion carried: 6-0-0

ADJOURNMENT:

The meeting was adjourned at 7:41pm.