

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
McINTIRE ROOM
TRUSTEES MEETING
May 12, 2022
MINUTES

- MEMBERS PRESENT:** Hiral Gandhi, Rob Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Lisa Boncoure – Burlington Resident; Janice Cohen – Burlington Resident; Michael Wick – Library Director; Alison Varrell – Recording Clerk
- CALL TO ORDER:** The meeting was called to order at 7:02pm.
- REVIEW OF MINUTES:** The Minutes from April 14, 2022 were reviewed. Discussion followed.
- MOTION:** Motion to accept the April 14, 2022 Minutes as presented: Hiral Gandhi
Second: Rob Neufeld
- Motion carried: 5-0-0
- CITIZEN'S TIME:** Rob welcomed the two candidates for the open Trustee position to the Board meeting. He invited Lisa and Janice to introduce themselves and tell a little bit about why they would like to join the Board. Lisa explained that she is a member of the Friends of the Library and grew up in Burlington. She taught high school for 20 years and is currently a research administrator for an edtech company in Concord. She described herself as a big reader. Adam asked what she thinks the Library does well and what it could improve on. She replied that she thinks the Burlington Library is the best around and has a great number of varied programs. She would like to see an increase in the hours the Library is open on Friday nights to make the Library more accessible to the public at that time. Janice introduced herself next and explained that she has been a resident since 1978 and was a middle school special educator for many years. She belongs to two book clubs and describes herself as a big reader. She greatly enjoys coming to the Library with her granddaughter and other family members. In response to Adam's previous question, Janice said that she feels that the Library does a great job offering lots of programming for kids and adults and that they are very varied. She would like to reserve judgment about what she thinks the Library could improve on until she sees more, after being a Trustee for a while. The Board thanked the candidates. Discussion followed.
- TRUSTEE REPORTS:** Adam reported that the Friends had their book sale from April 29 – May 1. It was a record-breaking sale and well-trafficked, raising \$3,999. Tote bag sales are going well and membership is rising. Current membership is 174. The Friends' next book sale is scheduled for October 19 – 21. On June

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
McINTIRE ROOM
TRUSTEES MEETING
May 12, 2022
MINUTES
(Page 2)

23 the Friends will be sponsoring a program called, “Effects of Climate Change in Massachusetts.”

Rob reported that there will be no ISAC meetings until June because of Town Meetings. ISAC will be asking the Town for a NESSUS scan to better understand possible security issues.

POLICY REVIEW:

Mike shared the updated **Circulation Policy** with the Trustees to review. Additional information needed to be added pertaining to the Holds Lockers. Discussion followed. Mike directed the Board to look at page 3 in the policy and noted that from now on the Holds Lockers will be referred to as the “Holds Hub.” Mike noted that the lockers have been delivered but he is waiting on installation. In the meantime, he and the staff have been working on their policies and procedures. Mike stated that the two main points that needed clarification were: 1) number of days items would be held for in the lockers; and 2) staff will not be moving items from the Library’s hold shelf to the holds lockers. Mike explained that when patrons are online reserving an item to be held, there will be a dropdown menu where they will first choose their location (Burlington) and then they will be offered a choice of “Library” or “Holds Hub.” Ram asked how long an item can be held in a locker. Mike said that he took the staff’s recommendation of no more than 3 days. Discussion followed. Mike explained that in order for a patron to use the Holds Hub, they will need to provide either their SMS text# or their email address. Patrons will be notified how to retrieve items via one of three ways: 1) phone app; 2) QR code via email; 3) Library card. Any item that goes in a hold locker will already be checked out to that patron. This is different from the holds shelf, where a patron asks to have an item put on hold and they have 7 days in which to check it out. Discussion followed. Lisa asked if there was a specific reason why the Holds Hub couldn’t have a 7 day hold time like the Holds Shelf. Mike explained that it is mainly because there are only 35 lockers. Discussion followed. Janice asked if DVDs and CDs could be held in the Holds Hub. Mike replied that he expects they will, based on past practice with the book drop. Discussion followed. Mike explained that some items will not be available via the Holds Hub. Items with high value, such as museum passes, book kits, American Girl Dolls, items from the Library of Things and Wonderbooks would not be available through the Holds Hub, but would be available via usual means. Discussion followed. Adam suggested adding a “such as” to page 3 of the policy under Holds Hub to delineate those high value items that will not be available via the Holds Hub.

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
McINTIRE ROOM
TRUSTEES MEETING
May 12, 2022
MINUTES
(Page 3)

MOTION:

Motion to accept the updated **Circulation Policy** with suggested “such as” wording: Adam Woodbury

Second: Ram Voruganti

Motion carried: 5-0-0

Discussion followed.

DIRECTOR’S REPORT:

The latest warrants were reported to the Trustees. The Board is aware that warrants #43/22, #44/22 and #45/22 were processed from April 19, 2022 – May 9, 2022 for standard Library business. Warrant #44/22 was processed for Occupancy from April 19, 2022 – May 9, 2022.

Mike reported that the FY23 Library budget was passed at Town Meeting on May 9.

The Library Holds Locker has been delivered and was supposed to be installed on May 13 but had to be postponed due to one of the crates arriving damaged. Discussion followed.

Discussions have begun with Pro AV Systems regarding the A/V upgrades for the Fogelberg Area. A possible delayed start date of September was discussed because of the skylight project, multiple busy summer programs and subsequent parking issues over the summer. Mike stated that the upgrades will be easier to install in September because of the annual lull when students head back to school. The skylight replacement project began on May 10 and is expected to take two weeks at minimum.

Mike reported that the Library’s partnership with English At Large is renewing with the reintroduction of in-person conversation groups starting in mid-June. The Library experienced a successful conclusion to its ‘Discover India’ programming and Springalooza. Also, the Library will be supporting the Burlington Sculpture Park at a sculpture dedication ceremony on May 14. The event will recognize the community support and fundraising that led to the purchase of “Global Warming,” a sculpture on display created by the Ukrainian artist Nikita Zigura. For the event, Youth Services has created “take & make” craft bags for children. Discussion followed. Mike stated that 200 people showed up at the last event so he is expecting similar attendance. He also noted that the last event spurred donations for more artwork. Discussion followed.

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
McINTIRE ROOM
TRUSTEES MEETING
May 12, 2022
MINUTES
(Page 4)

The Trustees reviewed the LIGMEG tracking handout. Mike explained that the Library has not yet received the invoices for the Fogelberg updates so that is not reflected in LIGMEG at this time. Discussion followed. Mike noted that the Library is back to pre-pandemic funding. Adam asked about the PR budget. Mike stated that he absorbed that into this year's budget.

Discussion followed. Ram asked about the possibility of a State Aid increase. Mike said that he does expect there will be an increase in the future. Rob asked if there were any new electronic offerings that the Board should know about and/or have for the Library. Mike responded that Overdrive has taken over a lot of those types of resources recently. Discussion followed.

NEW BUSINESS:

None

OLD BUSINESS:

Discussion was held regarding requirements for Trustee appointment when there is more than one candidate. Rob stated that he would check in with Amy Warfield about that.

MOTION:

Motion to adjourn: Kevin Sheehan
Second: Adam Woodbury

Motion carried: 5-0-0

ADJOURNMENT:

The meeting was adjourned at 8:27pm.