

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
McINTIRE ROOM  
TRUSTEES MEETING  
June 9, 2022  
**MINUTES**

MEMBERS PRESENT: Janice Cohen, Rob Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury

MEMBERS ABSENT: Hiral Gandhi

OTHERS PRESENT: Dhanashree Ramachnadran – 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 May 12, 2022 were reviewed. Discussion followed.

MOTION: Motion to accept the May 12, 2022 Minutes as amended: Ram Voruganti  
Second: Kevin Sheehan

Motion carried: 5-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: None

POLICY REVIEW: Mike reshared the **Circulation Policy** with the Trustees to review an additional update.

Hiral Gandhi joined the meeting via Zoom link at 7:07pm.

The Board welcomed Hiral and continued the review. Mike directed the Trustees to the edits on page 2 regarding Expiration of Privileges that were under consideration. Mike explained that the MBLC requires the purging of library card records once every 5 years. He noted that patron accounts are good for 3 years. Discussion followed. Mike stated that it is standard library practice to purge inactive accounts in this way. Patrons with inactive accounts are notified 6 months before the account is actually purged. He further explained that during the height of the pandemic, online accounts were issued and patrons were told that they would need to come in to the Library within 3 months to show ID so that their accounts wouldn't go inactive. Discussion followed. Mike thought it would be valuable to delineate this purging process in the policy to make patrons more aware. Discussion followed. Mike explained that if there are Burlington-specific fees listed on an inactive patron's account—typically item damage, or a damaged barcode, etc.—when the account is purged, the fees are wiped from the account as well. If there are fees from a different town's library listed on an inactive account, the BPL purge would not remove those fees, just the patron's account with the BPL.

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Discussion followed. Mike is concerned that purging all at once would also include purging the records of lost books. Discussion followed.

**MOTION:**

Motion to accept the updated **Circulation Policy** as amended: Hiral Gandhi

Second: Kevin Sheehan

Voting recorded by roll call.

Hiral Gandhi: yes

Adam Woodbury: yes

Janice Cohen: yes

Kevin Sheehan: yes

Ram Voruganti: yes

Rob Neufeld: yes

Motion carried: 6-0-0

**DIRECTOR'S REPORT:**

The latest warrants were reported to the Trustees. The Board is aware that warrants #46/22, #47/22, #48/22, #49/22 and #50/22 were processed from May 10, 2022 – June 13, 2022 for standard Library business. Warrants #46/22, #48/22 and #50/22 were processed for Occupancy from May 10, 2022 – June 13, 2022.

Mike reported that the lockers for the Holds Hub have been installed and training will begin next Tuesday, June 14 at 1pm. The MBLC will be attending the training. Mike, joined by Nicole Monk, Young Adult Librarian, have looked into options to wrap the lockers for some public awareness and marketing for the Library. They have found a preferred vendor for the job. The Trustees were directed to the quote provided. Mike explained that the preferred company is called Metro Sign. He has worked with them before for Jackson's Book Nook, etc. He added that a professional wrap would look much nicer than vinyl clings and could be used to promote Library services and help advertise the Holds Hub in a vibrant way. The quote is \$2,190 but Mike is asking that the Board consider allocating \$2,500 because of the art work and design changes that they may want to make. Mike added that Metro Sign has a graphic designer on staff, which other companies do not. Discussion followed. Mike explained that the wrap will not void the warranty. He also explained that although he did get a verbal quote from another company, he much prefers to work with Metro Sign. Mike also explained that the durability of the wrap is approximately 8 years. Discussion followed.

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Mike stated that he and the staff, along with the graphic designer, have been developing ideas for the wrap. Adam asked if the Town would need to have input. Mike stated that that has not been the case in the past. Adam followed up about patrons contributing ideas. Mike replied that opening it up to the community would most likely take considerably more time and additional designs beyond the ones that the staff recommended would mean an increased expense. At the current time, each design for the wrap is costing \$350. Discussion followed. Mike explained that the Head of Circulation, the Young Adult Librarian and Mike are on the committee to choose the designs. Adam reiterated that he would like to see a wider opportunity for the public to contribute since this is an 8-year billboard commitment. Discussion followed. Janice recommended that perhaps there could be a place where patrons could give their opinions of the wrap designs online. Discussion followed.

**MOTION:**

Motion to approve \$2,500 from the Donations account for the Holds Hub wrap purchase: Adam Woodbury  
Second: Janice Cohen

Voting recorded by roll call.

Hiral Gandhi: yes  
Adam Woodbury: yes  
Janice Cohen: yes  
Kevin Sheehan: yes  
Ram Voruganti: yes  
Rob Neufeld: yes

Motion carried: 6-0-0

Mike reported that the skylight project is nearing completion. He anticipates that it will be finished by early next week. The parking lot construction project is tentatively set to begin July 5, 2022 and will have major impacts on parking availability and walkway accessibility, and will involve complete sewer replacement within the parking lot area. Mike is working with Paul Sagarino to determine where he can inform patrons to park during the construction period. Discussion followed. Mike explained that he does not have a timeline for exactly how long the parking lot will be under construction but he is very sure that it will be a significant amount of time. Discussion followed.

The Library has renewed its partnership with the Burlington Mall to stage a StoryWalk at The Village at Burlington Mall from June through October

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2022. The Mall is looking to integrate giveaways from their businesses with future displays. In October, the Library hopes to work with Indian Americans for Burlington as the story on display will be related to Diwali.

Mike informed the Trustees that Donna Manoogian, Head of Reference, is retiring on August 3, 2022 after more than 20 years at the Burlington Public Library. The Head of Reference position has been posted and interviews begin Friday, June 10. Mike hopes to have news about a new hire at the next meeting. Discussion followed.

Mike stated that he would like to purchase 4 BPL jackets for staff who have come on board since the Trustees last purchased them for staff. The jackets were previously embroidered by Shawsheen Valley Technical High School, who would perform the work again. Mike is estimating that the total cost will be under \$300 for the jackets and is asking that the Trustees consider allocating funds from LIGMEG to make the purchase. Discussion followed. Mike explained that the \$300 is a guesstimate, not a quote. Each jacket is approximately \$57 (sale price). Hiral enquired whether the cost might go down if the Trustees ordered some as well. Mike said he was not sure, but that he would like to consider purchasing a few of these on an annual basis. Discussion followed.

**MOTION:**

Motion to approve up to \$350 from LIGMEG for a to-be-determined number of jackets for staff: Adam Woodbury  
Second: Ram Voruganti

Voting recorded by roll call.

Hiral Gandhi: yes  
Adam Woodbury: yes  
Janice Cohen: yes  
Kevin Sheehan: yes  
Ram Voruganti: yes  
Rob Neufeld: yes

Motion carried: 6-0-0

Mike related to the Trustees that currently, there are no donations that have come in; however, he has been in touch with an individual who has expressed interest in making another large donation in the next few months. Discussion followed.

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The Trustees reviewed the Expenditures and Balances on the handout provided by Mike. Discussion followed.

**NEW BUSINESS:**

Rob asked what liaison positions are still open for Janice to take on. The clerk replied that the Friends Liaison is open. Adam explained some of the duties of the Friends Liaison for Janice. Discussion followed.

Rob announced that he will not be at the next meeting (July) and that Alison will not be able to attend either. Discussion followed. The Board determined that a new date of July 28 would allow all members (and clerk) to be present. Discussion followed. Attendance for the currently scheduled August meeting will be discussed next month.

Ram asked about Zoom call-ins for the public going forward. Mike explained that the current Town policy ends in July. Hiral added that she had heard that it is possible that the policy will be extended. Discussion followed.

**OLD BUSINESS:**

Ram asked if the A/V updates will be starting soon. Mike said not just yet. Discussion followed.

**MOTION:**

Motion to adjourn: Adam Woodbury  
Second: Ram Voruganti

Voting recorded by roll call.

Hiral Gandhi: yes  
Adam Woodbury: yes  
Janice Cohen: yes  
Kevin Sheehan: yes  
Ram Voruganti: yes  
Rob Neufeld: yes

Motion carried: 6-0-0

**ADJOURNMENT:**

The meeting was adjourned at 8:03pm.