

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
HYBRID: DIRECTOR'S OFFICE and ZOOM
TRUSTEES MEETING
January 13, 2022
MINUTES

RECEIVED

By Town Clerk's Office at 3:48 pm, Mar 03, 2022

- MEMBERS PRESENT: Phil Gallagher, Rob Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury
- MEMBERS ABSENT: Hiral Gandhi
- OTHERS PRESENT: Michael Wick – Library Director; Alison Varrell – Recording Clerk
- CALL TO ORDER: The meeting was called to order at 7:01pm.
- REVIEW OF MINUTES: The Minutes from December 9, 2021 were reviewed. Discussion followed.
- MOTION: Motion to accept the December 9, 2021 Minutes as amended: Adam Woodbury
Second: Ram Voruganti
- Voting recorded by roll call.
- Kevin Sheehan: yes
Adam Woodbury: yes
Ram Voruganti: yes
Phil Gallagher: yes
Rob Neufeld: yes
Hiral Gandhi: absent
- Motion carried: 5-0-0
- CITIZEN'S TIME: None
- TRUSTEE REPORTS: Adam asked Mike if the Friends' upcoming annual meeting would be virtual or not. Mike replied that he had not had word yet and that the meeting date was still TBD at this time. Rob reported that he is still pushing the Town to check the apps at the ISAC meetings he attends. Discussion followed. Mike added that there is going to be a CIPA test on the public Wi-Fi.
- POLICY REVIEW: None
- DIRECTOR'S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #24/22, #25/22, #26/22, #27/22 and #28/22 were processed from December 7, 2021 – January 10, 2022 for standard Library business. Warrants #25/22, #27/22 and #28/22 were processed for Occupancy from December 7, 2021 – January 10, 2022.

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Mike reported that the first phase of the roof replacement is complete as of mid-December 2021. The final part of the replacement is the skylight which is anticipated to be replaced in the spring of 2022.

In Library improvements, the furniture and train table for the Youth services play area donated by the Walsh family will be unveiled on Wednesday, January 19, with the family attending sometime between 9-10am.

The partition and A/V upgrade projects are currently stalled due to bid requirements. Frank Anderson of the Town's Facilities Department is asking Mike to put the work out to bid because some of the elements of the work on the partition would not be able to be worked on by his staff. Once that is established, the other work has to be included in the bid as well. Discussion followed. Mike stated that he would like to move quickly on the AV upgrades so that he can get the programming up and running that will use those upgrades. Discussion followed. Ram asked if the Town could help with the upgrades because this would qualify as a building improvement. Mike stated that the deadline for calls on capital items has passed so that might not be possible at this time. Discussion followed.

It was reported that the MBLC voted to suspend the Hours Open Requirement for the State Aid to Public Program from December 20, 2021 to April 4, 2022. Mike explained that that decision does not impact the Burlington Public Library, however he did want to pass along that information to the Trustees in case it was relevant in the future.

Mike reported that regarding the FY23 Budget, the Town has not yet provided departments with formal budget guidelines. At a Department Heads meeting in late December, the Town informed attendees to expect a schedule similar to last year's, with a due date for the budget in February. Phil added that Town funds are still 'up in the air' but that currently restaurant business is coming back so money being received by the Town is better than last year.

Mike explained that he is in the process of updating the Action Plan for the Library. He is working with Department Heads to be sure it reflects the developments that have occurred since our Strategic Plan began in FY20. Mike stated that he would like to hire Barbara Levrás. She was extremely helpful with the last plan and he highly recommends her based on his previous experience working with her. Discussion followed. Adam revisited the idea of establishing a Foundation to begin saving money for when the Library building needs to be replaced (approximately 25 years).

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Mike directed the Trustees to the organization chart that was requested at the last meeting. Ram stated that he liked the chart but would like to see the employee names for each listing. Mike asked if it would be acceptable if he gave a staff list instead because adding the names to each box would create a formatting problem with the chart. Ram agreed.

NEW BUSINESS:

Adam enquired whether or not the Library should adjust its services to support healthcare in Town due to Covid variants and positive cases rising recently. He suggested the possibility of a) suspending in-person programming; and b) suspending large meeting room use. Adam asked Mike if Department Heads have talked about adjusting services. Mike stated that he had, and that relevant staff are in support of in-person programming. Discussion followed.

OLD BUSINESS:

None

MOTION:

Motion to adjourn: Rob Neufeld
Second: Kevin Sheehan

Voting recorded by roll call.

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

Motion carried: 5-0-0

ADJOURNMENT:

The meeting was adjourned at 7:45pm.