

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
January 26, 2023
MINUTES

RECEIVED

By Town Clerk's Office at 8:56 am, Mar 06, 2023

- MEMBERS PRESENT: Jesse Angeley, Janice Cohen, Rob Neufeld, Kevin Sheehan
- MEMBERS ABSENT: Hiral Gandhi
- 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 December 8, 2022 were reviewed. Discussion followed.
- MOTION: Motion to accept the December 8, 2022 Minutes as amended: Jesse Angeley
Second: Janice Cohen

Motion carried: 4-0-0
- MOTION: Motion to accept the December 8, 2022 SOAR Exercise Minutes as presented: Kevin Sheehan
Second: Jesse Angeley

Motion carried: 4-0-0
- MOTION: Motion to accept the December 22, 2023 Minutes as presented: Kevin Sheehan
Second: Jesse Angeley

Motion carried: 4-0-0
- CITIZEN’S TIME: None
- TRUSTEE REPORTS: Jesse reported that the Friends completed their '23 budget which included the \$1,400 fee for the maintenance lockers that will eventually become part of the Library budget. The Friends held their election of officers. The Spring Book Sale was discussed at the meeting as well as the Friends’ new focus for the year: increasing membership. Discussion followed. Mike reported that there is no new information to report from ISSAC that pertains to the Library. However, he stated that they are moving toward a town-wide policy in conjunction with the BMEA contract. Mike added that the MVLC will be releasing their security audit report soon and Mike will report out the information as soon as he has it.
- POLICY REVIEW: The Internet Acceptable Use Policy was reviewed by the Trustees. Discussion followed. Mike stated that he would like to run the policy by Town Counsel for any legal considerations that should be made.

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
January 26, 2023
MINUTES
(Page 2)

Discussion followed. Jesse suggested adding the phrases, "...or any other form of damages...and information accessed..." into the Limitation of Liability section of the policy. Discussion followed. The Trustees will vote on the policy once the Town Counsel has given input. Discussion followed.

DIRECTOR'S REPORT:

The latest warrants were reported to the Trustees. The Board is aware that warrants #24/23, #25/23, #26/23, #27/23, #28/23, #29/23, #30/23 and #31/23 were processed from December 6, 2022 – January 30, 2023 for standard Library business. Warrants #26/23, #27/23, #28/23 and #31/23 were processed for Occupancy from December 6, 2022 – January 30, 2023.

Mike began the Director's Report by stating that he would like to ask the Trustees if they would consider discussing the FY24 Budget in Executive Session later in the meeting after reviewing the other parts of his report. The Board agreed.

Mike reported that the hardware has been installed for the Fogelberg AV upgrade. The microphones are yet to be received, but ProAV is working with the manufacturer to expedite delivery. Discussion followed. Mike stated that the Holds Hub is getting good use. In December there were 163 pickups and in January, to date, there have been 136. Discussion followed.

The Strategic Planning Committee had its first meeting on January 11. The Community Survey has been created and is in the process of being translated into three languages: Hindi, Mandarin Chinese and Spanish. Mike asked the Trustees if they would consider forwarding the survey to help get the word out. Mike added that respondents need not be residents. Discussion followed. Mike explained that the translations of the survey will help those communities that have traditionally been less responsive, be more comfortable in contributing their voice to the Library's mission. Discussion followed. Mike stated that town-wide mailings can be very expensive. Discussion followed. Mike went on to say that the Mandarin Chinese translation was attained from Lexikeet at a discount due to the translation company's previous relationship with the Burlington Public Schools. He added that a Hindi translation may also be needed because the person who had originally agreed to translate it may not be able to do it in time for the survey's release. Mike stated that he would like to ask the Trustees to approve \$1,000 from LIGMEG funds to translate the surveys and the resulting responses. Discussion followed.

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
January 26, 2023
MINUTES
(Page 3)

MOTION: Motion to approve allocating \$1,000 to purchase translation services for the purposes of Strategic Planning surveys and responses: Kevin Sheehan
Second: Jesse Angeley

Motion carried: 4-0-0

Mike reported that the Library recently received a donation that he would like to use to refresh the toys in the highly trafficked Children's play area. Discussion followed.

MOTION: Motion to approve spending \$1,000 from the Donations account to purchase updated toys for the Children's play area: Kevin Sheehan
Second: Janice Cohen

Motion carried: 4-0-0

Mike reported that the MBLC has provided funding and project coordination to Massachusetts library networks in order to facilitate eCards for library patrons. These eCards would allow patrons to register and receive a card online, similar to the Boston Public Library. As a result, the MVLC has established an ad-hoc committee with the specific purpose of discussing how eCards will work, of which Cara Enos and Mike are part. It is anticipated that eCards will be available to the general public within MVLC by July 1, 2023. Discussion followed. Mike stated that he anticipates lots of discussion in the committee about policies regarding 'home' library cards and what they will allow patrons to do. Discussion followed.

Mike reported that Marnie Smith, Assistant Director, has announced her retirement date of July 15, 2023. Marnie has worked at the Library since May 1993 and has made many lasting impacts on Library services and supports for patrons. Mike read two letters of commendation from patrons regarding Marnie that expressed their thanks and appreciation for her work in the Library. Discussion followed.

Mike explained that a \$1,000 donation was given to the Library (previously referred to) by Lia Rix, a new resident of Burlington, who asked that the funds be directed towards the Children's Department. He added that an additional \$50 donation was given by Glenn Forbes, a patron who appreciates library services. Discussion followed.

MOTION: Motion to accept donations to the Library in the sum total of \$1,050:
Kevin Sheehan
Second: Jesse Angeley

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
January 26, 2023
MINUTES
(Page 4)

Motion carried: 4-0-0

NEW BUSINESS: None

OLD BUSINESS: None

Rob explained that the meeting would now move to Executive Session and then adjourn.

Meeting entered Executive Session at 7:48pm.

Executive Session Topic:

1. Budget

Executive Session ended at 8:37pm.

MOTION: Motion to adjourn: Kevin Sheehan
Second: Jesse Angeley

Motion carried: 4-0-0

ADJOURNMENT: The meeting was adjourned at 8:37pm.