

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
\*REMOTE MEETING\*  
TRUSTEES MEETING  
March 11, 2021  
**MINUTES**

- MEMBERS PRESENT: Phil Gallagher, Robert Neufeld, Ram Voruganti, Adam Woodbury
- MEMBERS ABSENT: Hiral Gandhi, Kevin Sheehan
- OTHERS PRESENT: Cara Enos, Annemarie Gangi, Dan Massardo, Melissa Massardo, Roger Riggs, Eileen Sickler, Shelley Sloboder, Marnie Smith, anonymous attendees, anonymous callers; 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 February 11, 2021 were reviewed. Discussion followed.
- MOTION: Motion to accept the February 11, 2021 Minutes as amended: Phil Gallagher  
Second: Ram Voruganti  
Voting recorded by roll call.
- Rob Neufeld: yes  
Ram Voruganti: yes  
Hiral Gandhi: absent  
Kevin Sheehan: absent  
Phil Gallagher: yes  
Adam Woodbury: yes
- Motion carried: 4-0-0
- CITIZEN'S TIME: None
- TRUSTEE REPORTS: Adam reported that the new treasurer of the Friends made some updates to the budget reporting, including an update to financial controls. The Friends also discussed a potential Flatbread fundraiser, but they are waiting to see how things progress regarding Covid. Membership was reported as low this year due to the pandemic. However, the Friends are looking at an outdoor book sale for the end of April. They have reached out to Marnie about that.
- Phil reported that there will be a meeting with Ways and Means on March 17 to discuss the budget. The subcommittee will be meeting at 10am and the full committee will be meeting at 7pm.
- Ram asked if the Library is taking books for the book sale. Mike replied that the Library still has a supply of books to use for now and they will

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look at taking in new books when space allows. Currently there is no more room take on more books for book sales.

Adam and Kevin attended a space planning meeting for public libraries presented by the MBLC. Adam reported that the MBLC has put out a clear guide and addendum for the pandemic issues. The guide is online and Adam remarked that he felt the guide was an excellent resource. Mike agreed.

**POLICY REVIEW:**

None

Adam asked the Trustees if there were any objections to moving Old Business up in the agenda based on the large public participation in attendance for the item under Old Business: Discussion on Library Opening. The Trustees had no objections.

**OLD BUSINESS:**

Mike referred the Trustees and the public to the handouts on the Library Re-Opening Plan and provided a short recap of the Library's background, status to date, and future expectations.

- Mike explained that facilities upgrades have been done, but because the upgrades took up time and space, curbside delivery was the Library service provided throughout that time period. Also, the Library currently has 3 open positions: 1 Circulation Aide and 2 Pages. The Library previously had 6 open positions in November, but it has improved to 3. The Town has been cautious about refilling positions. However, Mike added, in order to operate, the Library needs its circulation staff.
- *Current Operations* have included curbside delivery, expanded virtual programs, support of BPS Remote Academy materials pick-up/drop-off for families, readers' advisory services, staff assistance by phone/email, free printing on request, and tax form distribution/pick-up.
- *Service Highlights* have included strategic partnerships, People Helping People food drive, Donna Manoogian's grant that allowed for the CARES Act grant project, Pop-Up Library on the front lawn, Pop-Up Book Sale, the new Library website, extensive HVAC upgrades and high-efficiency, building-wide lighting replacement.
- *Current Safety Precautions* include 7 staff workspaces that are now in former public areas in order to accommodate social distancing. Personal Protective Equipment, social distancing,

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quarantine of returns and deliveries, single occupancy restrooms and elevators, timed distance breaks for employees, and plexiglass partitions at public service desks.

- *Phase 2: Browsing/Computer Use* is tentatively planned to begin April 5 by appointment only (website or phone). Hours will be Monday – Friday 10am-5pm. There will be a break from 12-1pm for cleaning and staff lunch. Appointments will be 45 minutes in length with 15-minute downtimes after appointments. Patrons will be asked to limit their appointments to 1 per day. There will be 25 appointments per time slot based on 25% occupancy (staff inclusive). Operating at the same time as appointment browsing/computer use will be curbside service. Curbside hours will be Monday-Thursday 10:15am-7pm; Friday 10:15am-5:30pm; Saturday 10:15am-1:30pm. Holds pickup will only be available through Curbside Service. Virtual programming will continue. There is the possibility of some limited outdoor programming in the summer (pursuant to BOH guidelines) and a possible Friends Outdoor Book Sale in late April/early May. Mike has reached out to the Board of Health and is waiting to hear back about guidelines that would need to be adhered to.
- *Later Phases* are expected to include appointment-free Library use, increased capacity, study/meeting room use, access to seating areas and local history collection as well as expanded use of public computers, toys and play areas in the Children’s Room, in-person programming and the discontinuation of Curbside Service. Study/Meeting Rooms, seating areas and the local history collection are currently off-limits due to the 7 staff workstations that are housed in some of those areas.
- *Phase 2 Browsing/Computer Use: Safety Precautions* include hand sanitizer, sanitizing wipes, and face masks for the public as needed. The public will be required to wear masks to access the building with the exception of a medical condition or a child under the age of 5. Materials handled during browsing will be held on an endcart overnight for quarantine. Remote technical help will be available in the Library via screen sharing. Single-use designation of public restrooms will be removed. Designated staff-only restrooms will be located on the first floor (children’s area). Staff workspaces in public areas will be relocated to study rooms and
- meeting spaces. Library pages will be provided temporary flexibility in scheduling during browsing hours.
- *Steps to Re-Open* include hiring 1 Circulation Aide. A job posting has been advertised and will close on March 12. The two Library

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Page positions will be left open and filled in the next phase of reopening. There will be a staff meeting to review Phase 2 operations and a webpage will be created to outline Phase 2 operations and to allow for appointment booking. The reopening date will be advertised to the public and signage/floor markers will be created and posted throughout the Library. Staff workstations will be moved from public areas to meeting and study rooms. Youth Services workstations will be reconfigured.

Adam thanked Mike for his explanation and handout. Discussion followed. Adam stated that based on current trends, his personal opinion is that he wouldn't mind seeing the Library wait a little bit longer to reopen for a variety of reasons all related to the pandemic. He also stated that he also feels that the decision is, and should be, completely up to the Director. Discussion followed. Shelley Sloboder commented that she appreciated the comments made and agreed with Adam that she felt waiting another month before reopening would go a long way toward making the staff feel more comfortable in the new phase.

Phil asked if this plan mirrors the Town Hall reopening. Mike said that he believes that Town Hall is operating by appointment-only right now.

Rob commended Mike on his handling of the Library throughout the pandemic remarking that there had been zero Covid closures to date.

Ram stated that he would like to see the Library open at least a few hours a day at the very least.

Discussion followed. It was remarked that Librarians and Library workers have not yet been flagged for vaccines.

Adam opened the floor to the Public for comment.

Eileen Sickler, Town Meeting member, introduced herself and spoke about how smooth Curbside Service has been. She asked Mike if he had received any calls about reopening. Mike replied that Curbside had been appreciated through emails he has received. Ms. Sickler stated that she really enjoyed seeing his bullet points in the presentation and would like to see it at Town Meeting for members to see. She enquired about painting the Library. Mike stated that painting has not been done at this time, just the HVAC and the upgraded lights. Ms. Sickler asked if grants had been used for the HVAC and lights work. Discussion followed.

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Melissa Massardo, resident, introduced herself and stated that she was in attendance to advocate for in-person services. She appreciated the Curbside Service but stated that she finds it easier to choose books by browsing with her young children. She stated that she has been going to the Billerica and Tewksbury Public Libraries for books for her children instead. She also asked if it might be possible to have extended hours for one morning or one night. She voiced her displeasure at the lack of space in the Children's Room when compared to other Libraries of surrounding communities.

Adam thanked Ms. Massardo for her suggestions and participation and Phil acknowledged the work that Mike has done on the reopening plans.

Kevin Sheehan joined the meeting at 7:41pm.

Kevin Sheehan left the meeting at 7:42pm.

Kevin Sheehan rejoined the meeting at 7:43pm.

Kevin Sheehan left the meeting at 7:44pm.

Adam addressed and referenced Ms. Massardo's comments and stated that different facilities allow for different reopening plans. Discussion followed.

Ram addressed Ms. Massardo's comments and stated that the Burlington Public Library has looked at Space Planning in the past. Discussion followed.

Phil stated that the Vinebrook property may be available in the future for a possible change of venue for the police station. He wondered, if that were to happen, if the Library might consider annexing the Union School for additional space some years in the future. Discussion followed.

**DIRECTOR'S REPORT:**

Mike reported the latest warrants to the Trustees. The Board is aware that warrants #33/21, #34/21, #35/21 and #36/21 were processed from February 3, 2021—March 2, 2021 for standard Library business. Warrant #35/21 was processed for Occupancy from February 3, 2021—March 2, 2021.

Mike thanked Shelley Sloboder and Cara Enos for working on the People Helping People Food Drive. They coordinated and advertised the drive for PHP on February 21. Mike also thanked BCAT for their work putting together the Amy Poehler interview with Nicole Monk, Young Adult Librarian. Nicole had previously created a Read-It with BCAT where she reviewed Jennifer Mathieu's book *Moxie*. With the movie adaptation being directed by Amy Poehler, Tad Stephanak, Social Media Director at

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BCAT, secured an interview with Ms. Poehler and offered Nicole the opportunity to interview her on BCAT.

Mike updated the Trustees on the Friends bags. They have been purchased and delivered and are being distributed at curbside during periods of inclement weather. An example of the bag was shown during the meeting.

During budget conversations with Rob and Phil, it was suggested that Mike bring a wish list that could be used to earmark the Library's state aid. First and foremost, Mike and Marnie would list space planning. After that, the following was placed on the wish list:

- Upgraded audio-visual capabilities for better streaming and broadcasting in the Fogelberg area, as well as electronic-controlled room dividers for that space;
- Renovation of the Magazine Room to make it a study area;
- Renovation of lockers in the Staff Room to create a storage space and sorting area for Friends Book Sales, which would release two study rooms for public use;
- Directional signage in the building;
- Upgraded security cameras

Kevin Sheehan joined the meeting at 7:53pm.

Mike shared that the presentation of the FY22 library budget to the Ways and Means Subcommittee will take place at 7pm on Wednesday, March 17, as previously mentioned in the Trustee Reports.

The Library repainting schedule was halted in 2020 due to budget uncertainty and COVID-19. Mike would like to resume the Library painting, if only a section, and have the entryway and front area of the Library done while the appointment browsing phase is underway. He directed the Trustees to the Fox Painting quote. Discussion followed.

**MOTION:**

Motion to approve spending up to \$9,200 from LIGMEG funds to pay for painting the interior of the Library: Phil Gallagher  
Second: Rob Neufeld

Discussion followed. Adam called a vote for the Motion on the floor. Voting recorded by roll call.

Rob Neufeld: yes  
Ram Voruganti: yes

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Hiral Gandhi: absent  
Kevin Sheehan: yes  
Phil Gallagher: yes  
Adam Woodbury: yes

Motion carried: 5-0-0

Phil Gallagher left the meeting at 8:01pm.

Kevin apologized for technical difficulties earlier in the meeting.

MOTION:

Motion to accept a donation in the amount of \$100 from Marise Pereira for prizes for the Children's Department's Summer Reading Program: Rob Neufeld  
Second: Ram Voruganti  
Voting recorded by roll call.

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

Motion carried: 4-0-0

NEW BUSINESS:

None

MOTION:

Motion to adjourn: Rob Neufeld  
Second: Adam Woodbury

Voting recorded by roll call.

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

Motion carried: 4-0-0

ADJOURNMENT:

The meeting was adjourned at 8:11pm.