

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
TRUSTEES MEETING  
April 13, 2023  
**MINUTES**

- MEMBERS PRESENT:** Jesse Angeley, Janice Cohen, Phil Gallagher, Rob Neufeld, Susanne Russell, Kevin Sheehan
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Mike Wick – Library Director; Alison Varrell – Recording Clerk
- CALL TO ORDER:** The meeting was called to order at 7:01pm by the Recording Clerk.
- ELECTION OF OFFICERS:** Nominations for Trustee Chairperson were presented. Discussion followed.
- MOTION:** Motion to re-elect Rob Neufeld as Trustee Chairperson: Phil Gallagher  
Second: Kevin Sheehan
- Motion carried: 6-0-0
- The meeting was turned over to the Chair. Rob stated to the Board that this would be his last year as Chair.
- Nominations for Vice Chair were presented. Discussion followed.
- MOTION:** Motion to elect Kevin Sheehan as Vice Trustee Chairperson: Phil Gallagher  
Second: Rob Neufeld
- Motion carried: 6-0-0
- Rob asked the Board to discuss the new liaison positions for the upcoming year. Discussion followed.
- **Budget** – Rob and Phil
  - **Friends** – Janice and Sue
  - **Space Planning** – Kevin and Jesse
- REVIEW OF MINUTES:** The Minutes from March 9, 2023 were reviewed. Discussion followed.
- MOTION:** Motion to accept the February 9, 2023 Minutes as amended: Kevin Sheehan  
Second: Janice Cohen
- Motion carried: 4-0-2
- CITIZEN'S TIME:** None

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TRUSTEE REPORTS:

Janice reported that the Friends met on April 3. They are working on creating more visibility to increase membership, which is down due to Covid. A variety of posters—banners and pop-ups—will be placed around the Library to increase visibility. There are currently 73 members. May 20 will be Friends Thanking Friends. The Friends are looking for volunteers for April 22 from 10-5 to help out at Patron Appreciation Day at the Library. Upcoming Friends meetings are scheduled for May 1 (Zoom), June 5 (in-person) and July 10 (Zoom). Discussion followed. Meetings are held the first Monday of the month and are hybrid with the exception of four meetings a year, which are in-person.

Rob shared that he was asked to become a permanent member of ISSAC. Discussion followed.

POLICY REVIEW:

**The Board of Trustees Meeting By-Laws** were reviewed. Discussion followed.

MOTION:

Motion to accept the **Meeting By-Laws** as presented: Kevin Sheehan  
Second: Phil Gallagher

Motion carried: 6-0-0

The Circulation Policy was reviewed. Mike stated that there will now be a change in how the consortia purges patron records per the MVLC. It is proposing some 'clean up' actions, however Libraries can opt out of the proposed change. Mike explained that the MVLC's new policy fits neatly into the BPL policy regarding patron document purges so he doesn't see a need to opt out of the MVLC's proposal. Discussion followed. Mike went on to say that the new changes automate the purging system and streamline it so that the removal of patron records no longer has to be done manually. Mike directed the Board to page two of the Circulation Policy under review to understand how the MVLC policy changes the BPL Circulation Policy. Discussion followed.

MOTION:

Motion to accept the **Circulation Policy** as amended: Phil Gallagher  
Second: Rob Neufeld

Motion carried: 6-0-0

The Privacy Policy was review by the Trustees. Mike explained that previously there had been a Confidentiality of Library Records Policy and a Patron Privacy Policy. Mike proposed merging the two as one comprehensive Privacy Policy. Discussion followed. Mike addressed the

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question that had been discussed at the last meeting regarding law enforcement and sharing information with the Board. He stated that it was discussed with Town Counsel, and as a result, language was added to the policy (p.1): "...as required by law, and consult with Town Counsel...." Discussion followed.

**MOTION:**

Motion to accept the **Privacy Policy** as amended: Janice Cohen  
Second: Sue Russell

Motion carried: 6-0-0

**DIRECTOR'S REPORT:**

The latest warrants were reported to the Trustees. The Board is aware that warrants #37/23, #38/23, #39/23, #40/23 and #41/23 were processed from March 17, 2023 – April 10, 2023 for standard Library business. Warrants #39/23 and #40/23 were processed for Occupancy from March 17, 2023 – April 10, 2023.

Mike reported that the FY24 budget was unanimously approved for recommendation by the Ways and Means Committee on March 15. The major question they had was whether the budget included everything that was needed for the Library. Mike expressed his pleasure at their response. Discussion followed.

March Minute Madness was a big success. Mike explained that 23 libraries throughout the area participated in March Minute Madness, which was coordinated by the Wilmington Public Library. Mike recognized Cara Enos (Head of Circulation), Jenna Cantino (Young Adult Librarian) and Sandra Woodbury (Senior Library Technician) for their hard work and outstanding effort in making Burlington's first foray into the event a big success. Patron Appreciation Day, being held on April 22, will be used as a day to celebrate the achievement. The Friends will be there and refreshments from Wegmans and Mom's Organic Market will be provided.

During testing of the new audio-visual system in the Fogelberg Area, it was discovered that additional system engineering was needed. ProAV is scheduled to complete the work on Friday, April 14. Mike believes that this is the last of what will be needed. Mike had the project manager come out to walk through the issues with him; in addition, the last of ProAV's payment will be withheld until all is repaired, installed and functional. Discussion followed. Mike stated that ProAV is providing six months of tech support. Discussion followed.

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Mike stated that he is currently working with Department Heads to formulate goals, objectives and action items for the FY25-29 Strategic Plan, which will be presented to the Trustees in September 2023.

Regarding the staff chair purchase that was discussed at the last Trustees meeting, over the past few weeks staff had an opportunity to test four different chairs from Humanscale and it appears that the best method of selecting 24 new chairs is to purchase eight of each of three different types of chairs, especially given that the prices of the chair types are similar. Discussion followed. Mike explained that it has been at least 10 years since new chairs were purchased for the staff. He also noted that Humanscale had the second-best warranty of the brands of chairs that were looked at and referred the Board to the attached quote. Discussion followed. Mike requested that the Trustees consider allocating \$17,773.20 from LIG/MEG for the replacement chairs. Discussion followed.

**MOTION:**

Motion to approve up to \$18,884 for the purchase of new chairs for Library staff: Kevin Sheehan  
Second: Janice Cohen

Motion carried: 6-0-0

Discussion was held regarding the parameters for spending from LIG/MEG vs. the donation account. Mike explained that there is about \$170,000 available and he is still awaiting the next \$24,000 in state aid to arrive. Discussion followed. Mike will be putting together a bid for the new partitions for the Fogelberg Area once the ProAV project is completed. Discussion followed.

Mike reported that the Town has started a review of compensation for its non-union, professional and administrative staff and has sent out questionnaires, both external and internal. The Library Director is the only Library staff member that falls under this category. Mike has submitted his response to the questionnaire and has provided some suggested edits to the job description. He will share any future relevant information as he learns it. Discussion followed.

In programming, the Library is planning for another Discover India Series. It was very popular last year and was shared with several other local libraries. Last year's series was online with 120-150 individuals participating via Zoom. At this time, there is a plan for two Zoom programs in May 2023.

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Interviewing began on April 10 for the Assistant Director position, which will be open on July 14, 2023. Mike has already interviewed three internal candidates and has made an offer. He expects to hear a response tomorrow, April 14. Discussion followed. Mike explained that the John Guilfoyle group is continuing to do the marketing for the Library, but the hope is that the newly created Library Marketing position will be approved at Town Meeting and then a transition of duties can take place. Discussion followed. Mike explained some of the changes that had been made to positions at the Library to members of the Trustees who were not on the Board previously. Mike explained that a staff meeting was held and that Library aides understand that if the changes are approved by Town Meeting, they will pick up the work that is incurred by the changes with the Page positions.

**NEW BUSINESS:**

Rob asked the Trustees to look at their summer calendars for upcoming Board meetings. Discussion followed. It was determined that there may be a potential for no meeting in August.

Phil asked about the possibility of landscaping for the Library. Mike responded that he would like to ask the Garden Club if they might be interested in the upkeep for the future. Discussion followed. Mulch is being taken care of by the Recreation Department. Phil stated that he would be happy to do some of the landscaping at the side of the Library. Sue stated that she has been in contact with the Garden Club. Discussion followed.

**OLD BUSINESS:**

None

**ADJOURNMENT:**

The meeting adjourned at 8:21pm.