

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
\*REMOTE MEETING\*  
TRUSTEES MEETING  
May 13, 2021  
**MINUTES**

MEMBERS PRESENT: Phil Gallagher, Rob Neufeld, Kevin Sheehan, Adam Woodbury

MEMBERS ABSENT: Hiral Gandhi, Ram Voruganti

OTHERS PRESENT: Marnie Smith; anonymous caller; Michael Wick – Library Director;  
Alison Varrell – Recording Clerk

CALL TO ORDER: The meeting was called to order at 7:02pm.

ELECTION OF OFFICERS: Nominations for Trustee Chairperson were accepted by the Recording Clerk.

MOTION: Motion to nominate Adam Woodbury as Trustee Chairperson: Kevin Sheehan

Discussion followed regarding possibility of conflict of interest for Adam. Response by Adam was that protocol was followed by reporting to the Town Clerk well in advance of Covid issues, and receiving Amy Warfield's directive to abstain from all matters relating to budget, pay and salaries, which he has done. Discussion continued.

Second: Adam Woodbury

MOTION: Motion to nominate Rob Neufeld as Trustee Chairperson: Phil Gallagher

Discussion followed.

Second: Adam Woodbury

Ram Voruganti joined the meeting at 7:14pm.

Discussion recapped for entering Trustee and continued.

Voting recorded by roll call.

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

Motion to elect Rob Neufeld as Trustee Chairperson carried: 5-0-0

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Discussion followed. Ram congratulated and thanked Adam on his three years as Chair for the Trustees and congratulated Rob on his new role.

Meeting was turned over to the Trustee Chair, Rob Neufeld, who proceeded with the nominations for Vice Chair.

MOTION: Motion to nominate Kevin Sheehan as Trustee Vice Chairperson: Ram Voruganti  
Second: Phil Gallagher

Discussion followed.

MOTION: Motion to nominate Adam Woodbury as Trustee Vice Chairperson: Adam Woodbury  
Second: Rob Neufeld

Discussion followed.

Voting recorded by roll call.

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

Motion to elect Adam Woodbury as Trustee Vice Chairperson carried: 3-2-0

REVIEW OF MINUTES: The Minutes from April 8, 2021 were reviewed. Discussion followed.

MOTION: Motion to accept the April 8, 2021 Minutes as amended: Phil Gallagher  
Second: Ram Voruganti

Voting recorded by roll call.

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

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Motion carried: 4-0-1

CITIZEN'S TIME:

None

TRUSTEE REPORTS:

Mike reported that the Friends Pop-Up Sale on April 24 took in over \$900 in combined sales and donations. The next Pop-Up Sale will be June 12 with a rain date of June 19. Mike also related that the Friends were happy with the Burlington Mall Story Walk that took place. They are looking to do more with fundraisers in the future (e.g., Flatbread, etc.).

POLICY REVIEW:

The Board reviewed the **Library Trustee By-Laws**. Discussion followed.

MOTION:

Motion to accept the **Library Trustee By-Laws** as presented: Adam Woodbury  
Second: Kevin Sheehan

Voting recorded by roll call.

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

Motion carried: 5-0-0

MOTION:

Motion to set the Library Trustee meeting times to the **second Thursday of the month at 7pm**: Adam Woodbury  
Second: Phil Gallagher

Voting recorded by roll call.

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

Motion carried: 5-0-0

Discussion followed.

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The Board reviewed the **Display, Exhibit and Bulletin Board Policy**. Discussion followed.

MOTION:

Motion to accept the **Display, Exhibit and Bulletin Board Policy** as amended: Adam Woodbury  
Second: Kevin Sheehan

Voting recorded by roll call.

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

Motion carried: 5-0-0

DIRECTOR'S REPORT:

Mike reported the latest warrants to the Trustees. The Board is aware that warrants #41/21, #42/21, #43/21, #44/21 and #45/21 were processed from March 16, 2021—May 4, 2021 for standard Library business. Warrants #41/21, #44/21 and #45/21 were processed for Occupancy from March 16, 2021—May 4, 2021.

Mike related to the Trustees that the Library budget passed Town Meeting on May 10. An additional \$350,000 was received in the facilities budget for roof replacement work in the future. It was also reported that there was some interest in solar panels that will be discussed at a later time.

Mike explained that the Town Administrator has approved that Town Offices may return to their pre-pandemic locations and move out of the Grand View location. The next steps will be reopening offices without an appointment. Mike stated that he is looking forward to posting for positions: a Children's Library Assistant and 3 Library Pages. The Library may need to restrict hours of access, in terms of returning to "regular hours," until the remainder of the positions required for a full re-opening are filled. Discussion followed.

Mike reported that April's Phase 2, Browsing and Computer Use, was completed with 341 appointments. The most popular time for visits were 3:00-4:00 slots with children to adult browsing at a 2:1 ratio. Curbside operations remained steady at approximately 400 visits per week. Seating in the Library was relaxed by placing socially-distanced seating

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throughout. Discussion followed regarding new (Covid-implemented) services that may or may not continue in the succeeding months.

Mike explained to the Trustees that he would like to see the following services continue:

1. Registering for Library Cards online with the possibility of adding a “pick up your card at the Library” option.
2. Livestreaming
  - a. Mike and Marnie will work with Jen Dodge to find out more about Livestreaming events, programming, etc.
  - b. Using livestreaming as a cooperative endeavor to build relationships with other Libraries; perhaps working with BCAT for help with possible hybrid programming.
  - c. May present different volunteer opportunities within the Library’s scope.
3. Curbside Delivery—however, with possible changes based on numbers, as re-opening takes place. There is no way to track the data via computer, but it can be tracked over time with use.

Discussion followed. Mike stated that the deadline for posted position applications previously mentioned is May 19. He is hoping to hire from June 19 through the end of June. He expects a full re-opening to be possible in the Summer, based on the Town. If the Town is open fully then the Library will be fully open. Discussion followed.

Mike reported to the Trustees that with the uncertainty of when a full re-opening will be resumed, he would like to ask the Trustees to consider funding the Summer Saturday hours. He estimated the cost of the 9 summer Saturdays in FY21 to cost \$12,355. He stated that if it looked possible to resume Summer Saturdays on the expected date, June 26, he would fun that one Saturday out of the FY20 personnel budget. Because these Saturdays would also be dependent on staff interest, Mike would begin offering the overtime hours to staff to make sure the hours could be filled prior to making an announcement to the public. Discussion followed. Mike explained that the 9 summer Saturdays would take place the Saturday after Father’s Day until the Saturday before Labor Day weekend with hours being 10am—2pm. Discussion followed.

**MOTION:**

Motion to approve spending up to \$12,355 from LIGMEG funds for the purposes of summer Saturdays: Phil Gallagher  
Second: Rob Neufeld  
Discussion followed.

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

Motion carried: 4-0-1

Mike continued his report stating that interviews are nearing completion for the Technical Services Page position. Allison Bridgewater, an Assistant to the Children's Librarian, has accepted an offer of Senior Children's Librarian at the Peabody Institute Library and her last day will be May 29. Her position has been posted along with the remaining Library Page positions.

The Burlington Mall Story Walk was a big success, as related in the Friends report. More story walks are planned for the future with new books being featured each month.

Members of the Burlington Garden Club donated their time on Earth Day, April 20, to weed and update the front and side garden beds at the Library. Mike thanked the Gallagher family for their continued beautification efforts, planting flowers by the side areas of the Library where shrubs had been removed last year.

Mike is working on plans for a Children's Room train table for which the family of Jackson Walsh has offered an additional donation. A custom table may be what is needed and through a contact at the North Bennet Street School, Jonathan Ota, a designer/builder from Gunner Grey Furniture Fusion, has come forward to donate his time to design and build the table. Jason Sawtelle, from BlackBeak Studios, has agreed to paint the table once it is constructed. Mike will be in touch with the Walsh family for their approval when the design plan is ready.

**NEW BUSINESS:**

Phil asked if the idea of getting an intern for the Library is still a consideration and if so, if perhaps the Library might do well to have an intern whose training focus is livestreaming/online programming, etc. Discussion followed. Phil stated that he believes possible hours and payment for an intern would be in the realm of 15 hours weekly at

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\$15/hourly and wondered if the funds might come from the Donations Account. The intern could help schedule and develop online programming with Marnie. Phil added that it would also be possible to livestream to an aggregate site so that multiple cooperative Libraries could also view, as mentioned in the Director's Report. Mike stated that the intern might also be useful for working with marketing/social media/website posting to help create posters, booklets, etc. from images of upcoming programming. He talked to the Town about paying for an intern and there were no concerns. Human resources had some reservations due to union issues. Mike added, however, that marketing flyers with programming content are already being done by staff so he is hoping that an intern would actually be just a stepping stone toward getting a true full-time union position for this type of work. Discussion followed. Mike explained that he sees the intern position as 9-12 hours weekly, from September to May, at \$7,500-\$10,000 for the year. Mike would develop a list of responsibilities for this position.

Meeting in person for the next Board of Trustees meeting was broached. Discussion followed. It was explained that the guidelines haven't changed for the Town yet. They are still meeting online. Mike believes that there will be a loosening of restrictions soon, however. Standard virtual open meeting rules will apply once that happens.

OLD BUSINESS:

None

MOTION:

Motion to adjourn: Adam Woodbury  
Second: Phil Gallagher

Voting recorded by roll call.

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

Motion carried: 5-0-0

ADJOURNMENT:

The meeting was adjourned at 8:29pm.