

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES

\*REMOTE MEETING\*

TRUSTEES MEETING

June 10, 2021

**MINUTES**

MEMBERS PRESENT: Rob Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury

MEMBERS ABSENT: Phil Gallagher, Hiral Gandhi

OTHERS PRESENT: Michael Wick – Library Director; Alison Varrell – Recording Clerk

CALL TO ORDER: The meeting was called to order at 7:05pm.  
Hiral Gandhi joined the meeting at 7:06pm.

REVIEW OF MINUTES: The Minutes from May 13, 2021 were reviewed. Discussion followed.

MOTION: Motion to accept the May 13, 2021 Minutes as amended: Kevin Sheehan  
Second: Adam Woodbury

Voting recorded by roll call.

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

Motion carried: 4-0-1

CITIZEN'S TIME: None

TRUSTEE REPORTS: Adam reported that the Friends met on Monday. There are currently 107 members. They will be resuming book sales. This Saturday will be a Pop-Up Book Sale. Another book sale will be held in September. An outdoor Flatbread Fundraiser is planned for August 17. They are still working on identifying raffle items that will be available. The Friends stated that they are very supportive of continuing online meetings going forward. They will continue meeting throughout the summer, including July 12 and August 2, rather than taking a summer recess.

Rob attended the ISSAC meeting. He stated that ISSAC and the Town are going ahead with policies for systems protection. They will be going to the Board of Selectmen for approval. Discussion followed. Adam asked whether there will be any involvement by outside organizations and if ISSAC is planning for any offline backup and recovery. Rob replied that he gave ISSAC some agency names that do free PIN testing, etc. He also

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stated that backup and recovery is in discussion. Discussion followed. Adam asked Mike if there is any inquiry about system protection at the consortium level. Mike replied that his is planning to bring that topic forward at a future meeting.

**POLICY REVIEW:**

None

Anne Marie Gangi joined the meeting at 7:26pm.

**DIRECTOR'S REPORT:**

Mike reported the latest warrants to the Trustees. The Board is aware that warrants #46/21 and #47/21 were processed from May 5, 2021—May 18, 2021 for standard Library business. Warrant #46/21 was processed for Occupancy from May 5, 2021—May 18, 2021.

Mike related to the Trustees that the Library facilities are continuously improving. The shades and window film have been installed on the first floor and have been commented on by patrons and staff as making a striking and positive impact. Mike is hoping to continue the project on the second floor in the next fiscal year.

The Town Accounting Department contacted Mike and alerted him to the fact that the Library is due a greater reimbursement of COVID-related expenses than was previously communicated. There are some items that were previously paid through LIG/MEG accounts that may qualify as reimbursements. Mike expects that there will be almost \$7,000 reimbursed this round, which will include expenses paid out for PPE, cleaning supplies, etc. Mike is asking the Town Accountant if some of the reimbursements can be deposited into the Library's Municipal Budget instead of all reimbursed funds being returned to LIG/MEG.

It was reported that Town Boards and oversight committees are waiting on the governor to extend hybrid meeting availability. If no guidance is rolled out before the state of emergency ends on June 15, meetings will automatically return to in-person. Ram asked the Board about how the Library might get BCAT facilities to broadcast Trustee Meetings. Discussion followed. Mike responded that broadcasting can be expensive. He has spoken with Jen Dodge about it and it can cost up to \$30,000 for broadcasting, camera use, etc. Mike continued by stating that the Trustees are not the only Board whose meetings are not currently broadcast via BCAT. Discussion followed.

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Adam asked Mike if he was looking to see whether or not there might be any desire for online meetings even after the Board returns in-person. He asked if there had been any talk of continuing online meetings apart from the Town's obligation to provide online meetings in extreme circumstances such as those just experienced. Mike replied that he believes that the Town is indeed looking to bridge the gap of public interest vs. need. He stated that the Library would follow the Town in any decisions it makes regarding online meetings. Discussion followed.

Mike updated the Trustees on the Town Reopening and reported that on May 27, Paul Sagarino, Town Administrator, announced that all Town buildings, including the Library, would open to the public on June 14, 2021 for regular business hours. The most current CDC guidelines would continue to be implemented. Discussion followed. Mike stated that some Library services will continue to be augmented (curbside service), some will be in transition (museum passes and programs), and some will be temporarily suspended (Meeting Room use by the public). Meeting Rooms are expected to be available in September 2021.

Cara Enos joined the meeting at 7:42pm.

Library weekend hours will resume toward the end of summer, supporting a slow build toward establishing pre-pandemic hours. Summer Saturday overtime hours that typically begin in July will start in August. Mike anticipates being able to staff Sunday hours beginning in September. Ram asked why weekend hours would be slow to return. Mike explained that weekend hours for staff are voluntary overtime hours. He went on to say that the past 15 months being as socially isolating as they were, he fully expected and completely understood staff wanting to spend more time with their loved ones during this first period of 'returning to normal.' Discussion followed. Mike added that Juneteenth is now a recognized Town Holiday and will be added to the holiday calendar.

Mike reported that Maria Almonte has accepted a position as Library Page and will begin on June 15, 2021. Interviews for the two evening Library Page positions are continuing and offers are expected to be made the week of June 7. Discussion followed. Mike stated that the bulk of the staff will be returning to regular hours beginning the week of June 21. He added that the Technical Services position remains open and that interviews have been completed for the Assistant to the Children's Librarian position. An update with additional information will be forthcoming.

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Marnie Smith, Assistant Director, and Mike visited BCAT to learn about how the Library could provide hybrid programs. Ideas have been discussed between Marnie and Mike regarding who the Library may partner with—what individuals or institutions might be interested in hybrid program content [e.g. Assisted Living communities, etc.]—and whether this might be a perfect grant writing opportunity. Thoughts about a potential addition to the Library staff were discussed and continue to be clarified. Discussion followed.

Mike related that the Burlington Mall StoryWalk® was received very positively and Mall representatives have expressed interested in creating a permanent StoryWalk® path for the future. Discussion followed. Mike stated that he anticipates there being fewer online children's programs at the Library and more in-person children's programming now that there has been a significant change-over from remote and hybrid learning to full in-person learning in the schools.

The Trustees viewed the Director's Budget Expenditures and Balances Report for June 4. Ram asked about the Occupancy budget being 53% and queried about the Text budget. Mike explained that the Occupancy budget is Facilities-based and that the Text budget is typically underspent until the end of the year. He is considering allocating funds specifically toward the consortia, where Overdrive is. Mike's opinion is that the Library is currently underfunding Overdrive. He stated that the Library is encouraging patrons to use it, specifically in the area of audiobooks, since it has wide and varied collection. With audiobooks trending on a more digital platform than years ago, Mike feels it makes sense to devote more funding to Overdrive at this time. Discussion followed. Adam asked if Overdrive funding would count toward Materials Expenditures. Mike explained that currently, materials expenditures have been suspended but any monies put toward Overdrive *would* be counted toward expenditures. Mike added that the FY22 allowance for hours of operation changes will be discontinued and the Library will be required to return to normal hours of operation.

Adam followed up on previous discussion about reimbursements of LIGMEG expenditures by asking if it was possible for the Library to over-allocate from LIGMEG. Mike explained that if a project has ended, then the allocation is gone. Examples of continued carried over funding would be Summer Saturdays. Adam suggested perhaps looking at wording for tracking allocations in the future, e.g., an itemized list to checked against, etc.

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NEW BUSINESS: The Trustees discussed their liaison positions for the upcoming year. Positions were confirmed as follows:

- **Budget and Planning** – Hiral Gandhi, Phil Gallagher
- **Friends of the Library** – Rob Neufeld, Adam Woodbury
- **Space Planning** – Kevin Sheehan, Adam Woodbury
- **Technology** – Rob Neufeld

OLD BUSINESS: The Board discussed types of meetings and their preference for them, respectively: in-person, hybrid, online. Locations for in-person meetings for the return transition were also discussed. Adam and Rob suggested for the first few months of meetings that people might prefer to be more spaced apart, therefore a roomier location would be preferable. The Board agreed that over time the meetings should return to the Director's Office.

MOTION: Motion to adjourn: Adam Woodbury  
Second: Rob Neufeld

Voting recorded by roll call.

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

Motion carried: 5-0-0

ADJOURNMENT: The meeting was adjourned at 8:10pm.