

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

**MEMBERS PRESENT:** Jesse Angeley, Janice Cohen, Phil Gallagher, Rob Neufeld, Susanne Russell

**MEMBERS ABSENT:** Kevin Sheehan

**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 June 8, 2023 were reviewed. Discussion followed.

Kevin Sheehan entered the meeting at 7:01pm.

Discussion followed.

**MOTION:** Motion to accept the June 8, 2023 Minutes as presented: Jesse Angeley  
Second: Sue Russell

Motion carried: 5-0-1

**CITIZEN'S TIME:** None

**TRUSTEE REPORTS:** Janice attended the Friends meeting and reported that the newsletter is being worked on. There will be a hard copy newsletter (no photos) and a digital version with photos. Encyclopedias were determined to be recyclable as long as covers are ripped off. The Flatbread fundraiser that was scheduled for August 15 has been switched the Chateau. Twenty percent of purchases will go to the Library. The Friends also discussed their programming plans being organized by all different members rather than one organizer. The next Friends meeting will be held by Zoom on August 7 and the September 5 meeting will be held in the Periodicals Room of the Library. Discussion followed.

Rob shared that he and Mike attended the ISSAC meeting. ISSAC will be meeting with Town departments to discuss emergency response plans so that a Town-wide document can be developed. Discussion followed.

**POLICY REVIEW:** None

**DIRECTOR'S REPORT:** The latest warrants were reported to the Trustees. The Board is aware that warrants #51/23, #52/23 and #53/23 were processed from June 13, 2023 – July 2, 2023 for standard Library business. Warrants #51/23, #52/23 and #53/23 were processed for Occupancy from June 13, 2023 – July 2, 2023.

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Mike reported that he has been working with Brendan Egan to refine the plan for reinstalling a bike rack at the Library. He requested that the Trustees consider allocating \$1,350 from LIGMEG funds to cover the cost of the new bike rack and concrete base. Discussion followed.

**MOTION:**

Motion to allocate \$1,350 from LIGMEG to cover the cost of the bike rack and installation: Phil Gallagher

Second: Sue Russell

Motion carried: 6-0-0

Mike stated that the Fogelberg AV project has been completed. Training still has to be done, but once staff are all set, the system will be tested and staff will plan for the first round of hybrid programs. Mike added that he will also be working with staff to create procedures for public use of the technology and will bring a new Meeting Room Policy to the Trustees for approval in the future. Discussion followed. Mike explained that the technology has already been used for a children's program and was very well received.

Discussion about the electric vehicle charging stations began with the idea of establishing crosswalks and signage for patrons of the Library to advertise additional street parking and other municipal lots by Town Hall. Mike explained that establishing crosswalks is harder to achieve, but that signage would be a little easier to do. Discussion followed. Mike reviewed for clarification the Trustees' concerns about the EV charging stations:

1. Establishing EV charging stations at the Library would greatly decrease an already sub-par parking situation for patrons;
2. Safety is tantamount for patrons who would be parking and walking further to and from the Library.

When Mike talked to the Town, signage was something that they were amenable to due to safety concerns. Mike added that being able to communicate to patrons where they can park is more and more important because the Library is becoming increasingly busier and more active "in person" post-Covid. He stated, however, that signage language needs to be nuanced to reflect that parking is for *municipal* building usage. Discussion followed. Mike stated that he would like to see some "way finding" signs established so that as patrons leave the Library it is clear where other parking can be found. Discussion followed. Mike has had discussions with Brian White, Director of Public Works, regarding access to other public parking options, notably the Town Hall lot. Discussion followed. Mike

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also reported that he has received more information from Rachel Leonardo, Business Manager for the Department of Public Works, about the electric vehicle charging stations that were discussed at the last meeting. He reviewed that the DPW has secured grants to install these charging stations and will be installing them at the high school, middle school and Phase 2 of Town Hall. The offer being made to the Library is for an installation that would convert three existing spaces into two EV charging spaces. Discussion followed. A Select Board Committee, consisting of Joseph Morandi and Mike Runyan, have worked with Paul Sagarino and the DPW to expand EV charging stations offered at Town lots. Discussion followed.

**MOTION:**

Motion to approve the installation of EV charging stations in the Library parking lot: Janice Cohen  
Second: Rob Neufeld

Discussion followed.

Motion defeated: 1-4-1

Mike reported that during the FY24 budget planning season, he had allocated amounts that were later reduced in order to meet the budget guidelines. As a result, he asked the Trustees to consider allocating an additional \$6,000 from the Donations account in order to support the increased programming needs of the Library during the FY24 budget period. Discussion followed. Mike explained that the extra money, among other programming, includes new ELL learning programs. He stated that he would also like to request that the Trustees consider allocating an additional \$2,900 from the LIGMEG account to account for the Smiota support contract and supplies for the staff room that were reduced. Discussion followed. Mike explained to the Trustees the process of grants and funding that the Library receives in relation to municipal funding. Discussion followed. Mike added that programming statistics are not yet asked for in the reports that are submitted.

**MOTION:**

Motion to approve allocating \$6,000 from the Donations account for additional programming needs: Kevin Sheehan  
Second: Sue Russell

Motion carried: 6-0-0

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**MOTION:**

Motion to approve allocating \$2,900 from LIGMEG for Smiota support and staff room supplies: Phil Gallagher

Second: Kevin Sheehan

Motion carried: 6-0-0

Mike referred the Trustees to the information handout that was presented to the Strategic Planning Advisory Committee on June 7. He reviewed the packet with the Trustees to provide context for the Goals and Objectives that are being created for the FY25-29 Strategic Plan. The strategic plan will be submitted for the Trustees' vote and approval at the September 14 meeting. Key take-aways from the SOAR, Staff and Community surveys were:

- **Survey responses:** There was an increase in respondents aged 35-50 and teens, which is a younger age group of respondents than in years past;
- **Customer service** was identified as highly important;
- **Space** in the Library:
  - Children's area is "less than" was the #1 comment;
  - Need for innovative spaces;
- **Library Programming:**
  - Most beneficial times are weekday evenings;
  - Most beneficial weekend times are Sundays;

Discussion followed regarding Library hours and hybrid programming.

- **E-books:** 67.7% of respondents stated that e-books are their most important resource from the library;

Discussion followed.

- **Open-ended optional survey response:** Patrons from "both sides of the aisle" were very concerned with the topic of polarization/politics (programming, banned books, etc.);

Discussion followed about programming. Mike responded that the DelDuca Foundation has asked the Library if it would be interested in some funds for programming on the topic of "intellectual freedom." Mike

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has been speaking to the Programming and Marketing Librarian about this idea. Discussion followed.

- **Volunteering:** 15% of respondents were interested in participating in the Friends of the Library.

Mike asked the Trustees if there was any feedback that they had for him after reading the packet. Discussion followed regarding Library hours, the Library entrance and the Reference section becoming more and more obsolete. Mike stated that the Reference collection is indeed being winnowed over time, but the space will still be 'Reference' in the new strategic plan with the inclusion of whether or not staffing changes might need to be made.

NEW BUSINESS:

Phil asked the recently elected Trustees if they would be interested in scheduling a 30-minute interview with BCAT. Discussion followed.

OLD BUSINESS:

None

ADJOURNMENT:

The meeting adjourned at 8:23pm.