

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
McINTIRE ROOM  
TRUSTEES MEETING  
July 28, 2022  
**MINUTES**

- MEMBERS PRESENT:** Janice Cohen, Hiral Gandhi, Rob Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury
- 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.
- REVIEW OF MINUTES:** The Minutes from June 9, 2022 were reviewed. Discussion followed.
- MOTION:** Motion to accept the June 9, 2022 Minutes as presented: Adam Woodbury  
Second: Kevin Sheehan
- Motion carried: 6-0-0
- CITIZEN’S TIME:** None
- Rob stated that he had received an email about equity and inclusion and enquired about how the Library will be addressing that topic. Mike responded that he plans to include a member of the DEI Committee on the Strategic Planning Advisory Committee.
- TRUSTEE REPORTS:** Mike explained that he attended the latest ISAC meeting. Work is still going on regarding security. They are continuing to work on creating the position (MIS Department) that has been funded. With the addition of that position, that would free up another IT position to look harder at security issues in the future.
- POLICY REVIEW:** Mike shared the **Child Safety Policy** with the Trustees and asked that they consider adding a more explicit statement under the *Inappropriate use of Children’s Services* heading. He explained that the statement he is suggesting would help limit push-back from adults who are looking to attend youth-focused programming, but would not impact attendance at programming for ‘All Ages.’ Discussion followed. Concerns raised by the Board were: 1) by adding the statement to the policy it would prevent employees from having to “choose” adults who may/not attend and/or who may be taking up seating during programming; 2) language of the statement could be interpreted as unwelcoming to those adults without children or adults with special needs who might want to attend (ADA compliance). Mike stated that he spoke with the Recreation Department to see what they had for policies regarding adults attending youth programs. Discussion followed. Mike added that he believes it is necessary to

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
McINTIRE ROOM  
TRUSTEES MEETING  
July 28, 2022  
**MINUTES**  
(Page 2)

consider the worst-case scenario when creating safety policy for the Library. Discussion followed. Hiral asked whether the DEI committee could help with this issue. Mike stated that he didn't believe this particular policy issue would fall under the DEI lens. Discussion followed. Adam reiterated his objection to the wording of the statement and added that he would prefer a statement to the effect of "The Library reserves the right to determine appropriate age requirements for attendance." Discussion followed.

**MOTION:**

Motion to accept the updated **Children's Safety Policy** as presented:  
Kevin Sheehan  
Second: Ram Voruganti

Adam asked the Chair for a roll call vote. Rob agreed.

Voting recorded by roll call.

Ram Voruganti: yes  
Kevin Sheehan: yes  
Hiral Gandhi: yes  
Adam Woodbury: no  
Janice Cohen: yes  
Rob Neufeld: yes

Motion carried: 5-1-0

**DIRECTOR'S REPORT:**

The latest warrants were reported to the Trustees. The Board is aware that warrants #51/22, #52/22, #53/22, #54/22, #3/23, #4/23 and #5/23 were processed from June 14, 2022 – August 1, 2022 for standard Library business. Warrants #51/22, #53/22 and #54/22 were processed for Occupancy from June 14, 2022 – August 1, 2022.

Mike updated the Trustees about the status of the parking lot construction project. The first phase of the project, which required the lot to be closed, replaced the water drains and some new grading. Work has continued uninterrupted due to the lack of rain. The remainder of the project is estimated to last two months.

Repairs have been made to the damaged drywall and sheetrock on the second-floor window frames. Facilities is offering to split the cost of repainting the entire second floor as a result. Mike is requesting that the Trustees consider allocating \$4,250 from LIGMEG funds to match the Facilities Department's contribution. Discussion followed. Mike explained

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
McINTIRE ROOM  
TRUSTEES MEETING  
July 28, 2022  
**MINUTES**  
(Page 3)

that everything on the second floor would be painted with the exception of the stairwells. He believes that the Library could remain open during painting. Discussion followed.

**MOTION:**

Motion to allocate \$4,250 from LIGMEG for painting the second floor of the Library: Adam Woodbury  
Second: Kevin Sheehan

Discussion followed. Ram stated that he would like to see Facilities or Ways and Means pay for the painting. Discussion followed. Ram asked the Chair for a roll call vote. Rob agreed.

Voting recorded by roll call.

Ram Voruganti: No  
Kevin Sheehan: yes  
Hiral Gandhi: yes  
Adam Woodbury: yes  
Janice Cohen: yes  
Rob Neufeld: yes

Motion carried: 5-1-0

Mike stated that the A/V upgrade for the Fogelberg Area is still targeted to begin at the end of August but the uncertainty of the supply chain means that the vendor won't know for sure until mid-August. Mike added that the biggest delay is the Crestron controllers; Crestron is quoting year-long delays. Mike is working with them to see if the Library can get just one for now. Discussion followed.

Due to staff illness, vacations and technical issues, staff training on the Holds Hub has been delayed. Mike is targeting the week of August 2 to begin public use. Discussion followed. Mike stated that the technical issues appeared to be heat related, but repairs will be done on the internal sensors regardless. Discussion followed. Mike added that the wrap discussions for the Holds Hub are continuing.

Mike related that reporting for the Annual Report Information Survey (ARIS) to the MBLC has begun. Reports are due August 26, 2022.

Barbara Del Duca has made a \$5,000 donation to the Friends of the Burlington Public Library, establishing a fund in honor of her friend Millie Nash. The Nash Fund will provide funding for adult programs focusing on

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
McINTIRE ROOM  
TRUSTEES MEETING  
July 28, 2022  
**MINUTES**  
(Page 4)

cultural and intellectual topics of interest to the community. The intent is to set aside a maximum of \$1,000 annually, to fund a significant program or series of programs. It is expected that the fund will last a minimum of five years, but there's an opportunity to use less annually and stretch it further. Mike stated that he has been working with the Friends about recognizing donations made to the Friends; currently no recognition is given.

Mike reported that Michaela Hutchinson, Assistant to the Children's Librarian, is leaving the Library. Her last day will be September 15, 2022. The position will be posted August 1. Isabel Llorente resigned from her position as Library Page on July 13, 2022. That position was posted and interviews are in process. Mike added that the new head of Reference will be Justin Acosta. Because Justin was an internal candidate, that precipitated the hiring of a new Reference Librarian. Daphne Schigel will be joining the Library staff as the new Reference Librarian. Her first day will be August 4.

The Library received several donations this month. One was a \$125 donation from members of LCEA of the LABBB Collaborative, which uses meeting room space during normal times. There were also two donations as a response to two baskets from the Children's Summer Reading program going missing. An email was sent to those who entered for the baskets that were affected, explaining why they were being adjusted; two parents reached out to make donations as a result. A \$100 donation was made by Cheryl and Michael Souza and a \$125 donation was made by Jennifer and Gary Ortega.

**MOTION:**

Motion to accept three donations to the Library for the total amount of \$350: Adam Woodbury  
Second: Kevin Sheehan

Discussion followed.

Motion carried: 6-0-0

**NEW BUSINESS:**

Rob stated that Mike will be gone for two weeks in August and that he will also be gone for a week in August; he suggested holding no meeting next month and resuming meetings in September. Discussion followed. The Board determined that the next Trustees meeting will be Thursday, September 8, 2022.

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
McINTIRE ROOM  
TRUSTEES MEETING  
July 28, 2022  
**MINUTES**  
(Page 5)

OLD BUSINESS: None

ADJOURNMENT: The meeting was adjourned at 7:53pm.