

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
TRUSTEES MEETING
September 14, 2023
MINUTES

MEMBERS PRESENT: Jesse Angeley, Janice Cohen, Phil Gallagher, Susanne Russell, Kevin Sheehan

MEMBERS ABSENT: Rob Neufeld

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

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

REVIEW OF MINUTES: The Minutes from August 10, 2023 were reviewed. Discussion followed.

MOTION: Motion to accept the August 10, 2023 Minutes as amended: Phil Gallagher
Second: Sue Russell

Motion carried: 5-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: Janice attended the in-person Friends meeting. The Friends continue to discuss promotion options. Book collection for the book sale will be held October 1 from 1:30-3:30pm. Daniel Barbour, the Library's new Programming and Marketing Librarian, will be working on a newsletter with them. He has also helped the Friends develop a Facebook page for posting events. The Friends' recent fundraiser raised \$320. They will be looking into more restaurants for fundraising sites in the future. The Friends' raffle is being held September 11-29. A new donation to the raffle was received from Moo.... The next Friends meeting will be held October 2. Discussion followed.

POLICY REVIEW: Mike stated that he is currently working on the Meeting Room Policy to reflect the changes in the newly updated Fogelberg space and will bring an updated policy to the Board in the future. Discussion followed.

DIRECTOR'S REPORT: The latest warrants were reported to the Trustees. The Board is aware that warrants #7/24, #8/24, #9/24, #10/24, and #11/24 were processed from August 8, 2023 – September 11, 2023 for standard Library business. Warrants #7/24, #9/24 and #11/24 were processed for Occupancy from August 8, 2023 – September 11, 2023.

Mike highlighted some of the work that Daniel has been doing for the Library regarding programming. Noting that Programming has doubled over the past three years, Mike stated that he has been working with the adult programming staff to coordinate a planning schedule to provide better structure for the Library's programming marketing efforts. The Library has already seen higher engagement in its social media outlets as a

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result and Daniel is now turning his attention to the email newsletter and website. Additionally, Mike and he have met with Brendan Egan and Kelly Lehman of Parks and Recreation, in an effort to better coordinate programming and collaboration across Town Departments. Discussion followed. Mike explained that Parks and Recreation stopped showing evening movies assuming that the Library was taking those viewers, but the Library has been seeing fewer attendees also. Mike believes that the “dip” is due to a change in the public consumption of media. He stated that it is his belief that with coordination between multiple departments across Town, different departments can build their programming and marketing in conjunction with one another for the betterment of all.

Mike explained to the Board that he submitted a memo to the Town’s Administration related to an expected overrun of \$100,000 in the Library’s FY24 personnel budget due to buyback and other contractual obligations. He stated that as discussed with the Board previously, the Library had initially budgeted for the Assistant Director position at the last step of the pay scale, but this was later reduced after discussions with Town budget administration. Mike stated that he anticipates having an estimated \$30,000 in the budget to assist with the overrun but is currently discussing solutions with Town Administration regarding the rest. Discussion followed. He went on to say that the Library absorbed the buybacks from last year and he assumes that the Library will be able to do so again, but that the Town could work out issues with the current buyback overrun due to the nature of how they are accrued. Discussion followed.

Mike went on to state that the Library had a visit from a First Amendment auditor recently, who later posted the video of his visit to YouTube. Discussion followed. Mike explained the history of first amendment auditors in Town and where they have visited previously: Town Hall and Annex, Police Department, etc. Mike explained that the staff handled the visit very well and did their best to minimize any disruption. The policies the Library has in place helped prepare and direct them when interacting with the auditor. Staff affirmed his right to record but did ask the auditor to consider the feelings of the patrons who were getting upset. Discussion followed. Mike commended his staff on how well they handled the audit.

Mike discussed Staff Development for the Library. He stated that he would like to have it take place at least twice a year at the beginning of the day for a period of about 4 hours instead of the customary 7-hour session that causes the Library to close for the day. In essence, the Library would have 2 half days where it would be open at 2pm instead of one day where it would close for the whole day. He is currently looking for a speaker to

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present on the topics of Intellectual Freedom as well as how to respond to book and service challenges. He noted, additionally, that the Library recently received a donation from the Del Duca Foundation in support of programming and staff professional development aligned with Intellectual Freedom. Mike asked the Trustees to consider allocating \$2,000 from the Donations account to provide funds for a staff development presenter and lunch for staff for this purpose. Discussion followed.

MOTION:

Motion to allocate \$2,000 from the Donations account to book a staff development presenter and purchase lunch for the staff: Phil Gallagher
Second: Jesse Angeley

Motion carried: 5-0-0

Mike stated that the Friends' Raffle is up and running and highlighted the ticket prices for the Board: \$5 for 1, \$10 for 3 and \$20 for 10. Discussion followed.

Mike explained that the Library received 3 donations this month. A \$100 donation was received from Helen and William Lanagan, a \$100 donation was received from the Burlington Quilters Guild, and a \$5,000 donation was received from the Friends of the Burlington Public Library, donated by the Del Duca Foundation, in support of programming and staff professional development aligned with Intellectual Freedom. Discussion followed.

MOTION:

Motion to accept \$5,200 in total donations from Helen and William Lanagan, the Burlington Quilters Guild and the Burlington Friends of the Library: Janice Cohen
Second: Sue Russell

Motion carried: 5-0-0

Mike referred the Board to the 2025-2029 Strategic Plan for their review and asked if they had any questions. Discussion followed.

MOTION:

Motion to approve the **2025-2029 Library Strategic Plan** as presented: Phil Gallagher
Second: Jesse Angeley

Motion carried: 5-0-0

Mike referred the Board to the latest ARIS report for their review. Discussion followed.

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- NEW BUSINESS:** Kevin proposed that the Library consider purchasing a telescope for its Library of Things. He stated that it would cost approximately \$800. Discussion followed. Discussion followed.
- MOTION:** Motion to allocate up to \$1,000 from the Donations account to purchase a telescope for the Library's collection: Phil Gallagher
Second: Janice Cohen
- Discussion followed regarding telescope durability and programming. Kevin stated that he has had a positive experience working with and would recommend the telescope be purchased from Amateur Telescope Makers of Boston, which is located in Chelmsford, MA.
- Motion carried: 5-0-0
- Sue asked if there is more information about telescopes from the vendor. Discussion followed.
- OLD BUSINESS:** Sue stated that there is a seminar available, as emailed to her from Amy Warfield, for prospective and current Town Board members. Discussion followed. She also said that there are several opportunities for Trustee orientation being held October 5 (Eastham) and October 21 (Shrewsbury) through MBLC.
- Discussion followed regarding upcoming Trustee absences for future meetings. The next meeting will be held October 12 in the periodicals room on the second floor. Discussion followed.
- ADJOURNMENT:** The meeting adjourned at 8:19pm.