

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
\*HYBRID TRUSTEES MEETING\*  
October 13, 2022  
MINUTES

**RECEIVED**

By Town Clerk's Office at 4:27 pm, Dec 12, 2022

- MEMBERS PRESENT: Janice Cohen, Rob Neufeld, Kevin Sheehan, Ram Voruganti
- MEMBERS ABSENT: Hiral Gandhi
- OTHERS PRESENT: Jesse Angeley – resident; Eleanor O’Neill – resident; Jason Rodgers – resident; Timmy Sullivan – resident (virtual); Mike Wick – Library Director; Alison Varrell – Recording Clerk
- CALL TO ORDER: The meeting was called to order at 7:05pm.
- REVIEW OF MINUTES: The Minutes from September 8, 2022 were reviewed. Discussion followed.
- MOTION: Motion to accept the September 8, 2022 Minutes as amended: Ram Voruganti  
Second: Janice Cohen  
  
Motion carried: 4-0-0
- CITIZEN’S TIME: None
- TRUSTEE REPORTS: Janice reported that the Friends had their meeting and gave the Treasurer’s report. The Flatbread Fundraiser was held on September 22 which was in conflict with the Memorial School’s Open House. There was no change in membership for August. Purchasing sturdier bins for book sales was discussed. Rob reported that ISSAC is trying to roll out its policies to all School personnel and Town Meeting members. Rob attended Ways and Means and stated that the committee wanted to know that Fire and Police are also taking ISSAC’s recommendations. Rob explained that they are.
- POLICY REVIEW: Mike explained that the Circulation Policy was being reviewed due to recent information regarding middle school students now having access to photo identification through the public schools. Discussion followed. Mike summarized that the Circulation Policy as:
- Changing from age-based to identification-based and address-based requirements for access to library cards;
  - Broadening who can get library cards;
  - Creating additional amnesty for youth transactions on library cards.
- Mike went on to explain that when applying for a library card, the applicant would need to 1) show photo identification and 2) establish residency. Out-of-state residents would be able to apply for a library card

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
\*HYBRID TRUSTEES MEETING\*

October 13, 2022

**MINUTES**

(Page 2)

provided they could provide photo identification and a return postcard/mail that proved a Massachusetts address. Out-of-state residents (e.g., grandparents of Burlington youth) would be able to access items from the BPL collection only. Mike explained that the new policy updates support the ALA Guidelines for Library Policies that state that Libraries should remove 'arbitrary distinctions' when patrons are applying for library cards. Discussion followed.

MOTION: Motion to accept the updated **Circulation Policy** as presented: Ram Voruganti  
Second: Janice Cohen

Motion carried: 4-0-0

Mike directed the Trustees to the Museum Pass Policy handout for review. Mike explained that the changes in this policy now align with the new Circulation Policy regarding library cards and/or photo identification (or digital production) *of the borrower* being presented when picking up Museum passes. Discussion followed.

MOTION: Motion to accept the updated **Museum Pass Policy** as presented: Ram Voruganti  
Second: Kevin Sheehan

Motion carried: 4-0-0

Mike directed the Board to the Local History Collection Development Policy handout for review. Mike explained that the only change he was recommending for this policy was to remove a redundancy about local authors and self-published books. Discussion followed.

MOTION: Motion to accept the updated **Local History Collection Development Policy** as presented: Kevin Sheehan  
Second: Ram Voruganti

Motion carried: 4-0-0

Mike directed the Trustees to the Volunteer Policy handout for review. He explained that he had no suggested edits for the policy at this time. Discussion followed.

MOTION: Motion to accept the **Volunteer Policy** as presented: Kevin Sheehan  
Second: Ram Voruganti  
Motion carried: 4-0-0

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
\*HYBRID TRUSTEES MEETING\*

October 13, 2022

**MINUTES**

(Page 3)

**DIRECTOR'S REPORT:**

The latest warrants were reported to the Trustees. The Board is aware that warrants #12/23, #13/23, #14/23 and #15/23 were processed from September 19, 2022 – October 10, 2022 for standard Library business. Warrants #12/23 and #14/23 were processed for Occupancy from September 19, 2022 – October 10, 2022.

Mike updated the Trustees on Library improvements. He explained that he spoke with the Vice President of Smiota and voiced his concern and frustration over numerous Holds Hub issues. After the conversation, Smiota opted to replace the entire set of lockers rather than continue troubleshooting. The lockers were delivered on October 5 and were subsequently installed. The Holds Hub went live on October 12. PR is being generated to announce the new service for patrons. The wrap for the Holds Hub is currently in production and is anticipated to be delivered shortly. Mike expects the wrap to be well-received and will likely generate more excitement about the new service. Discussion followed.

The parking lot was reopened on Monday, September 12. Facilities just poured the concrete pad for the book drop bin [replacement]. Mike stated that the Parking Lot paving has made a remarkable difference. He commended John Sanchez for a great job well done. Discussion followed.

The A/V upgrade project for the Fogelberg Area began on September 19 with the existing components (speakers, monitor wall mounts, projector) added and the wiring completed. Several important components remain outstanding but more have arrived since installation began. Mike anticipates ProAV returning in the near future to continue installation. Unfortunately, ProAV ordered the wrong drop-down screen, but Mike has been told that it won't be difficult to swap out for the correct one. Mike is expecting that many of the upgrades will be completed by the end of the year. To that end, Mike invited the Trustees to begin reconsidering the replacement panel bids. He explained that one of the bids will most likely increase due to some added recommendations given by Facilities [soffit work]. Mike stated that he expects discretionary funds will cover the additional cost. Discussion followed. Mike will get the bids updated.

The State Aid report was submitted to the Massachusetts Board of Library Commissioners (MBLC) on September 30.

Mike reported that he met with Barbara Alevras from Sage Consulting Services on October 6 to begin the next round of Strategic Planning. He will be looking for people to be part of the Strategic Planning Committee. Discussion followed.

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
\*HYBRID TRUSTEES MEETING\*

October 13, 2022

**MINUTES**

(Page 4)

The **2023 Calendar of Holidays** was presented to the Trustees. Discussion followed.

Mike reported that Gina Zuccaro was hired as an Assistant to the Children's Librarian. Her first day was October 4. Maria Almonte was hired as a Library Aide in the Circulation Department and began her new role on September 19. A second Library Aide position was reposted and applications will be reviewed after October 13. The vacated Library Page position was posted and applications are currently being reviewed.

**NEW BUSINESS:**

Rob opened up discussion regarding the new Trustee appointment that is needed to fill Adam's vacancy. He explained that the Board needs to meet with potential candidates and bring forward its recommendation to the Select Board for a mutual vote of appointment. The appointed Trustee would hold the position until the April elections, after which time the candidate could choose to run for election to maintain his/her position on the Board. Discussion followed. Rob explained the role of the Library Board as well as its parameters and constraints, contractual obligations and responsibility to uphold Massachusetts law. He invited interested members of the public to introduce themselves to the Board and tell a little bit about themselves.

**Eleanor O'Neill** – Eleanor introduced herself and explained that she has lived in Burlington for about 9-10 years. She is a retired software engineer and avid library patron and reader. She enjoys the new Library of Things collection. She feels that Libraries are of vital importance to America.

**Jason Rodgers** – Jason introduced himself and explained that he has been a resident of Burlington for 10 years. His sons attend the Pine Glen Elementary School. He greatly enjoys the Library's online resources. He feels that the Library is incredibly important.

**Jesse Angeley** – Jesse introduced himself and explained that he has lived in Burlington for 3 years. He has three young daughters, 5 and under. He stated that he and his family are big fans of the Library. It hosts great events and activities, books, etc. He and his wife want to instill the value of the Library, as a hub of the community, to his children. His family takes great advantage of all the Library's resources and would like to give back by becoming a contributing member to the Board.

**Tim Sullivan** – Tim introduced himself and explained that he grew up in Burlington. He has participated in the Library as a volunteer in the past. He is a big fan of the Library and feels it is an emblem of a democratic institution. He would like to try being a Trustee.

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
\*HYBRID TRUSTEES MEETING\*

October 13, 2022

**MINUTES**

(Page 5)

Discussion followed about April election signature requirements. Rob explained that he was not sure when the Select Board would be meeting next, but that the Trustees would be in touch. Ram asked if the candidates would furnish the Trustees with a short, written bio for them to review.

Mike asked the candidates if they wouldn't mind giving a short explanation of what each brings to the table as a possible Trustee, as well as direction ideas for where the Library could go in the future.

Tim responded that he works for a nonprofit advocacy group. He would like to see the development of a Southeast Asian collection, similar to Lexington's, and have the Library partner with other community groups.

Jesse responded that he grew up with civic engagement. He said that he saw what the Library went through with its strategic planning a few years ago and was very interested in the process. He would like to see more activity on social media; perhaps more could be added to the Facebook Community group, to garner more visibility. He is an attorney and considers himself a problem-solver who has experience with negotiations.

Jason grew up in Wakefield and spent 10 years working with the YMCA and feels his experience working with middle schoolers can be of benefit to the Library. He stated that the Library was important when he was that age and he looks to add more mentorship programs in that age group.

Eleanor would like to see a better website. She has lived all over the country. She doesn't have as much experience with children's programming but can offer a different perspective. She is a strong advocate for free information for all and is anti-censorship. She is interested in becoming a Trustee because of recent events where censorship has become a hot button across the country. She would like to be proactive in preventing that from happening in Burlington by getting more involved. Eleanor also expressed her concern with getting signatures in the spring due to her feelings of unease around speaking in front of large groups; she expressed that she does much better in small groups.

Discussion followed. The Board reassured the candidates about the process for signature collection. In response to the candidates' comments, Mike related some of the Library's censorship, middle school programming, marketing, and community partner experiences. He and Rob thanked the candidates for their thoughts and insight and will follow-up with them to get their bios. Discussion followed.

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
\*HYBRID TRUSTEES MEETING\*

October 13, 2022

**MINUTES**

(Page 6)

**OLD BUSINESS:**

Janice explained to the Board that she had been approached by a patron who expressed displeasure with police vehicles parking in the Library lot and brought the complaint to Mike's attention. Discussion followed. Mike explained that the Library is a municipal lot (along with several others in town) and so it isn't, technically, solely for the Library's use. Mike spoke with Chief Brown and asked if it would be possible for police vehicles to be parked at the back of the lot rather than on the side. He readily agreed. Mike further explained to the Board that when the parking lot lines were painted, the lot "lost a space" because the new lines were not painted for compact cars like they were prior to the repaving. Discussion followed.

**MOTION:**

Motion to adjourn: Kevin Sheehan  
Second: Ram Voruganti

Motion carried: 4-0-0

**ADJOURNMENT:**

The meeting was adjourned at 8:37pm.