

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
HYBRID: DIRECTOR'S OFFICE and ZOOM  
TRUSTEES MEETING  
February 10, 2022  
**MINUTES**

- MEMBERS PRESENT:** Phil Gallagher, Hiral Gandhi, Rob Neufeld, Kevin Sheehan, Ram Voruganti
- MEMBERS ABSENT:** Adam Woodbury
- OTHERS PRESENT:** Ally Wan—Resident; Whitney Haskell—Town of Burlington, Budget Director; Michael 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 January 13, 2022 were reviewed. Discussion followed.
- MOTION:** Motion to accept the January 13, 2022 Minutes as presented: Phil Gallagher  
Second: Kevin Sheehan
- Voting recorded by roll call.
- Ram Voruganti: yes  
Hiral Gandhi: yes  
Kevin Sheehan: yes  
Phil Gallagher: yes  
Rob Neufeld: yes  
Adam Woodbury: absent
- Motion carried: 4-0-1
- CITIZEN'S TIME:** None
- TRUSTEE REPORTS:** Rob reported that ISAC has submitted a proposal for a NESSUS Scan to find out where the gaps in the network are and what different versions of software the Town has. ISAC will ask for the cost of the scan to be paid from the municipal budget. Mike added that Joe Bongiorno and José DeSousa are planning to wrap the cost into their budget when they submit theirs. Discussion followed. Mike stated that the Friends have a new Vice President and Treasurer. Discussion followed.
- POLICY REVIEW:** Mike presented the **Circulation Policy** to the Trustees and explained his vision of the previous **In-house Laptop Loan Policy** as being an embedded part of the new updated Circulation Policy being presented. He pointed out to the Trustees that most of the edits to the beginning of the updated policy were more for clarification and readability. Another edit he suggested was to remove a section that referred to Museum passes since

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
HYBRID: DIRECTOR'S OFFICE and ZOOM  
TRUSTEES MEETING  
February 10, 2022  
**MINUTES**  
(Page 2)

they are already covered by the Museum Pass Policy. Discussion followed. Mike suggested some exceptions be added to section in the policy about renewals. Discussion followed. Mike explained that he also did some subdividing of loan periods established by the MVLC and those established by the Burlington Public Library for better clarification. Several deletions from the current policy were also suggested due to information on certain topics already having been written into other policy locations. Mike proposed that In-House Use Items be handled from opening to closing (of a Library day) rather than a more specific period of time. Discussion followed. He added that two of the in-house laptops will need to be replaced soon. Discussion followed. When asked about multiple library cards that residents might hold, Mike explained that in order for someone to hold a card from another library, they must have a 'home' library card established first. Those are MVLC's rules. Discussion followed.

**MOTION:**

Motion to accept the **Circulation Policy** as presented: Phil Gallagher  
Second: Hiral Gandhi

Voting recorded by roll call.

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

Motion carried: 5-0-0

**DIRECTOR'S REPORT:**

Mike reported the latest warrants to the Trustees. The Board is aware that warrants #29/22, #30/22, #31/22, and #32/22 were processed from January 11, 2022 – February 7, 2022 for standard Library business. Warrants #29/22 and #30/22 were processed for Occupancy from January 11, 2022 – February 7, 2022.

Before beginning his presentation of the FY23 Library Budget, Mike asked Whitney Haskell, Town Budget Director, if she had anything specific that she would like to address. She said that she did not, but if any clarification was needed, she would be happy to help explain or answer any questions that the Trustees had.

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
HYBRID: DIRECTOR'S OFFICE and ZOOM  
TRUSTEES MEETING  
February 10, 2022  
**MINUTES**  
(Page 3)

Mike explained that he had met with Phil and Hiral about the Library's budget presentation. Some recommendations were made and were added to the budget. Mike related that he submitted the budget to the Town and explained the request for a 3.04% budget increase, up slightly from last year's 2.42% request. Mike directed the Board to their handouts.

Salary changes were discussed and how they impacted the FY23 Budget. Mike explained that he received a request for a change of classification—to Department Head—for one of the positions in the Library. That request is currently in process. Mike's recommendation pertaining to that request includes a vote in favor of reclassification and a recommendation that there be a gradual increase of hours for the remaining two positions within the Children's Department, to offset the 35 hours that would be transferred *from* the department due to the reclassified Department Head position. The proposed increase of hours for the two positions are as follows:

- ⇒ Position #1: Currently 20 hours, gradual increase to 35 hours
- ⇒ Position #2: Currently 20 hours, gradual increase to 35 hours

The gradual increase in hours would add back 30 of the 35 hours. Mike added that by making such a change, Marnie would be freed up to do more of the administrative tasks that need her expertise, especially looking forward to space planning, etc. The increase in hours for the two positions would allow them to take on more of the programming that Marnie currently has on her plate.

Mike continued his review of the budget by explaining the cost increases in Library Expenses due to Contracted Services, Materials and Supplies, and Miscellaneous Expenses. Mike related to the Board that being able to do more printing in-house with the Ricoh printers would allow the Library to be more flexible and save money over the long term. Discussion followed. He added that there would be some increases in marketing and displays as well. He also noted that the increase in the budget for Overdrive is a shared cost and is a change recommended by MVLC. Discussion followed. Mike added that the annual fees for MVLC have not gone up in recent years but noted that that will likely change in the future. Discussion followed. Whitney asked for clarification about the Library IT position mentioned in the Budget handout. Mike explained that that position was referring to the Library Technology Specialist. Discussion followed.

**MOTION:**

Motion to accept the **FY23 Library Budget** as presented: Ram Voruganti  
Second: Phil Gallagher

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
HYBRID: DIRECTOR'S OFFICE and ZOOM  
TRUSTEES MEETING  
February 10, 2022  
**MINUTES**  
(Page 4)

Voting recorded by roll call.

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

Motion carried: 5-0-0

Mike continued his report and stated that with the announcement from Governor Baker that the mask mandate will no longer be in effect on February 28, he will be reviewing the Library's COVID precautions and restrictions with Department Heads as they pertain to Library programs and services. He explained that the Library is currently using plexiglass dividers, limiting the number of patrons in meeting rooms and keeping signs visible around the building about masking and social distancing. Mike will be talking to the Board of Health and Department Heads to make a plan to walk those modifications back over time to help ease communication between patrons and staff and return the Library to pre-pandemic customer service where possible. He will be looking to do the same with programming and has plans to transition to in-person programming in March. Discussion followed.

It was reported that Vaishali Gade, President of the India Association of Greater Boston (IAGB), reached out to partner with the Library on a series of online programs examining Indian culture and heritage. The Library is excited to begin the partnership and looks forward to the programming that will begin in April and last through May.

Mike updated the Trustees about the Smiota Holds Lockers for the Library. Delivery and installation of the lockers have been delayed due to supply chain issues, but it is anticipated that delivery will take place in April. Mike added that the Burlington Public Library will be the first library in Massachusetts to have such book lockers. Discussion followed.

Mike reported that he anticipates having the FY23-24 Action Plan to present to the Board at its next meeting. He has met with Department Heads for their input to the plan. Discussion followed.

NEW BUSINESS:

Rob will not be at the March Board Meeting. Discussion followed.

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
HYBRID: DIRECTOR'S OFFICE and ZOOM  
TRUSTEES MEETING  
February 10, 2022  
**MINUTES**  
(Page 5)

OLD BUSINESS:

None

MOTION:

Motion to adjourn: Kevin Sheehan  
Second: Phil Gallagher

Voting recorded by roll call.

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

Motion carried: 5-0-0

ADJOURNMENT:

The meeting was adjourned at 8:00pm.