

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES

\*REMOTE MEETING\*

TRUSTEES MEETING

April 8, 2021

**MINUTES**

- MEMBERS PRESENT: Phil Gallagher, Hiral Gandhi, Kevin Sheehan, Adam Woodbury
- MEMBERS ABSENT: Robert Neufeld, Ram Voruganti
- OTHERS PRESENT: Marnie Smith; anonymous callers; Michael Wick – Library Director;  
Alison Varrell – Recording Clerk
- CALL TO ORDER: The meeting was called to order at 7:06pm.
- REVIEW OF MINUTES: The Minutes from March 11, 2021 were reviewed. Discussion followed.
- MOTION: Motion to accept the March 11, 2021 Minutes as amended: Phil Gallagher  
Second: Adam Woodbury
- Voting recorded by roll call.
- Hiral Gandhi: abstain  
Kevin Sheehan: abstain  
Phil Gallagher: yes  
Adam Woodbury: yes  
Rob Neufeld: absent  
Ram Voruganti: absent
- Motion carried: 2-0-2
- CITIZEN'S TIME: None
- TRUSTEE REPORTS: Adam reported that the Friends met on April 5. They have done an overhaul of their financial controls. Membership is down (57 members), but not unexpectedly under the circumstances. They are planning to hold a Flatbread fundraiser in August and are looking to do at least one more Pop-Up Book Sale with the possibility of holding Pop-Up Book Sales semi-regularly. One variation they are looking at is a trade-style: drop off a bag of books/pick up a bag of books.
- Kevin attended the Library Legislative Day hosted by MLA and MSLA. He shared a website for those who would like to check out more information on the event. <https://cqrcengage.com/alama/?0>
- POLICY REVIEW: The Board agreed to table the upcoming Policy Review until next meeting.
- DIRECTOR'S REPORT: Mike reported the latest warrants to the Trustees. The Board is aware that warrants #37/21 and #38/21 were processed from March 3, 2021—March

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16, 2021 for standard Library business. Warrant #37/21 was processed for Occupancy from March 3, 2021—March 16, 2021.

Mike stated that the Library received its second installment of State Aid in the amount of \$20,773.89. To date, the Library has received approximately \$42,000 in State Aid.

Mike explained that the Library has been open under the new phase for 4 days and all is going well. Attendance has not been overwhelming. There have been more children than adults and there has been no computer use yet. Appointments by patrons have been later in the day due to the need for appointments after school. Mike stated that he will consider dropping the need for appointments if and when Covid numbers drop and attendance is staying low. He explained that it is his belief that greater numbers will come to the Library if they do not need to make appointments ahead of time.

Adam recognized Mike's and the staff's efforts to keep the public and the staff safe but registered his displeasure that the Library had opened and not waited a little longer. He stated his feelings regarding having the Board be more involved with the re-opening and the possibility of drafting closure guidelines that would involve calling a meeting of the Board of Trustees in such a situation. Discussion followed.

Hiral asked what other libraries in the area were doing. Mike replied that at the current time, 10 of 14 Libraries are open to the public. Lexington will be opening soon, but Wakefield, Bedford and Concord are still closed. Discussion followed. Mike added, in reference to Adam's statement, that he looked to both the local and the state Boards of Health for the numbers required to make any changes (per the Massachusetts' Re-Opening guidelines). He explained that he has to balance the guidelines as well as Library's ability to respond to those guidelines. He reiterated that he would *not* initiate a non-appointment use of the Library if Covid metrics continued to go up. Discussion followed.

Phil stated that he trusts the Director and the Assistant Director to take care of the Library and feels that if the Library is not open, it is not performing its stated function for the Town. Discussion followed. Hiral stated that she agreed with Adam and feels the data is showing an upward trend and if the population visiting the Library is mainly children, and that's where the positive tests are coming from, then she feels the Library needs to be cautious. Kevin stated that present use of the Library isn't an

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indication of demand. He added that there are predictions of herd immunity for the near future and the threat to the public is less than it was a year ago. He said that he feels services should be available to people who want to take the risk, bearing in mind that any uptick in Board of Health statistics would put the brakes on opening. He concluded by adding that he is wary of restricting the Director's ability to make decisions.

Rob Neufeld joined the meeting at 7:33pm.

Adam recapped the meeting for Rob and reiterated his feeling that the Library was not responsive to the upward trend in numbers when it re-opened on April 5. He restated his desire for the Board to consider drafting guidelines that would delineate when the Trustees should step in to make re-opening decisions. Discussion followed. State and local Covid-19 data were reviewed. The Board discussed that it would consider a meeting of the Board of Trustees if the Town was in the red zone for two weeks.

Phil Gallagher left the meeting at 7:37pm.

Discussion continued regarding where data is collected from, how it is derived and interpreted. Hiral asked if the staff is required to vaccinate. Mike replied no. Discussion followed.

Mike asked the Board to allow him the opportunity to invite the Trustees to see and experience the re-opening policies, protocols and procedures that are in place before/if/when it decides to call a meeting regarding re-opening decisions. Discussion followed.

Mike continued with his Director's Report. Volunteers from the Burlington Garden Club will be helping to beautify the front planting areas of the Library with a weeding project tentatively scheduled for April 21. There will also be a joint program between the Library and the Garden Club in May.

Presentations of the FY22 Library Budget have been made to the Ways and Means sub- and full committees.

The Entryway, Circulation Desk, Young Adult and Audio-Visual areas of the Library have been repainted and look beautiful. The next phase of painting will be in July/August. Mike stated that as a next step for the first floor, he would like to look at updating window shades and treatments. They will help limit light intrusion on collections. The Trustees were referred to the shade quote handouts. Discussion followed. Mike

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recommended the purchase of first floor shades only at this time, even though CMC Shades and Specialties gave quotes for both the first and second floors. He asked the Trustees if they would consider allocating funds from the LIGMEG account for this purpose.

**MOTION:**

Motion to approve spending up to \$8,000 from LIGMEG funds to pay for shades and light intrusion film: Kevin Sheehan

Second: Rob Neufeld

Voting recorded by roll call.

Rob Neufeld: yes

Ram Voruganti: absent

Hiral Gandhi: yes

Kevin Sheehan: yes

Phil Gallagher: absent

Adam Woodbury: yes

Motion carried: 4-0-0

Mike continued his Director's Report by stating that John Sanchez, Director of Public Works, notified him that the roof replacement project will be delayed due to design and code issues, which will require new insulation and a possible replacement of the skylight. Also, the selection of a slate roof will be replaced due to leaking issues on the flat roof. His plan is to ask for additional funds for the project at May's Town Meeting.

A new Circulation Aide, Nozomi Shindo (formerly Technical Services Page), was hired. Her first day will be April 26. Discussion followed.

Rob added that the D.P.W. has been talking up the work they have done at the Library. They will be replacing the three doors in the Fogelberg area next. Discussion followed.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

None

Hiral and Mike thanked all the many contributors—Operations, Human Resources, Trustees, etc.—who have helped the Library through this difficult time. Discussion followed.

**MOTION:**

Motion to adjourn: Hiral Gandhi

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Second: Rob Neufeld

Voting recorded by roll call.

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

Motion carried: 4-0-0

ADJOURNMENT:

The meeting was adjourned at 8:11pm.