

BURLINGTON PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
HYBRID: DIRECTOR'S OFFICE and ZOOM  
TRUSTEES MEETING  
April 14, 2022  
**MINUTES**

- MEMBERS PRESENT:** Hiral Gandhi, Rob Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Pooja Singla – Burlington Resident; Michael Wick – Library Director; Alison Varrell – Recording Clerk
- CALL TO ORDER:** The meeting was called to order at 7:03pm.
- ELECTION OF OFFICERS:** Nominations for Trustee Chairperson were accepted by the Recording Clerk.
- MOTION:** Motion to nominate Rob Neufeld as Chairperson for the Library Board of Trustees: Adam Woodbury  
Second: Kevin Sheehan
- Voting recorded by roll call.
- Hiral Gandhi: yes  
Rob Neufeld: yes  
Kevin Sheehan: yes  
Ram Voruganti: yes  
Adam Woodbury: yes
- Motion carried: 5-0-0
- Meeting was turned over to the Chairperson.
- Nominations for Trustee Vice Chairperson were accepted by the Chair.
- MOTION:** Motion to nominate Hiral Gandhi as Vice Chairperson for the Library Board of Trustees: Adam Woodbury  
Second: Ram Voruganti
- Voting recorded by roll call.
- Ram Voruganti: yes  
Adam Woodbury: yes  
Hiral Gandhi: yes  
Kevin Sheehan: yes  
Rob Neufeld: yes
- Motion carried: 5-0-0

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- REVIEW OF MINUTES: The Minutes from March 10, 2022 were reviewed. Discussion followed. Mike related that the charity that Gerri named for her retirement donation will be Dig Deep, a Right to Water project that brings clean water to Native American reservations across the U.S.
- MOTION: Motion to accept the March 10, 2022 Minutes as amended: Adam Woodbury  
Second: Rob Neufeld
- Voting recorded by roll call.
- Hiral Gandhi: yes  
Kevin Sheehan: yes  
Adam Woodbury: yes  
Ram Voruganti: yes  
Rob Neufeld: yes
- Motion carried: 5-0-0
- CITIZEN'S TIME: Mike introduced Pooja Singla as a person who had previously expressed interest in joining the Board of Trustees. The Board welcomed Pooja to the meeting. Pooja explained that since originally stating her interest in joining the Library Board, her family started the process of moving to a residence outside of Burlington. She wanted to tell the Trustees in person. Discussion followed. Mike explained that the next Selectmen's Board Meeting is scheduled for May 23 so additional interested parties wanting to join the Trustees would need to be brought forward sooner, rather than later, for possible appointment at that meeting.
- TRUSTEE REPORTS: Rob reported that ISAC is continuing to work on security issues.
- POLICY REVIEW: Mike shared the **Meeting By-Laws Policy** and the **Circulation Policy** to be reviewed by the Trustees. Discussion followed.
- MOTION: Motion to accept the **Meeting By-Laws Policy** as presented: Adam Woodbury  
Second: Kevin Sheehan
- Discussion was held regarding the Meeting By-Laws Policy. Ram asked if there could be a clarification made to the policy by inserting the numeral 2 inside the parentheses at the end of the explanation under the heading 'Rules of Debate.'

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The chair polled the Board for agreement. The Board agreed unanimously to insert the numeral 2 in policy section previously discussed. Discussion followed.

Voting recorded by roll call.

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

Motion carried: 5-0-0

The Circulation Policy with the Director's recommended changes to the Special Collections' In-House Use Items was presented to the Board. Discussion followed.

MOTION:

Motion to accept the **Circulation Policy** as presented: Adam Woodbury  
Second: Kevin Sheehan

Voting recorded by roll call.

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

Motion carried: 5-0-0

DIRECTOR'S REPORT:

The latest warrants were reported to the Trustees. The Board is aware that warrants #37/22, #38/22, #39/22, #40/22 and #42/22 were processed from March 1, 2022 – April 18, 2022 for standard Library business. Warrants #38/22, #40/22 and #42/22 were processed for Occupancy from March 1, 2022 – April 18, 2022.

Mike reported that the FY23 Library budget was presented to the Ways and Means sub- and full committees and was passed unanimously. The budget will be voted on my Town Meeting on May 9.

The Library Holds Locker will be scheduled for shipment next week after Facilities finalizes work on the necessary power and Ethernet outlets.

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The bid for A/V upgrades in the Fogelberg Area has been awarded to Pro A/V Systems. The bid amount is \$69,872.79 but, Mike explained, that may not be the final amount. Discussions will begin shortly with Pro A/V System's project management team. The kickoff meeting for the upgrades is scheduled for April 15. Kevin enquired about the air handler and Mike explained that he will talk to Facilities about patching the gaps with insulation, etc. Adam asked if Mike would like support from the tech liaisons for the upgrades meeting and he replied that he would. Discussion followed.

The Library received its second allotment for State Aid in the amount of \$22,129.77. The total FY22 State Aid award was \$44,235.62.

A new series of online programs in collaboration with the India Association of Greater Boston (IAGB), the Shishu Bharati School, and the Burlington Public Library began in April. These programs are being shared with six other libraries in the Greater Boston area. Programs will continue through May. Additionally, the Consulate General in New York has said that they would be able to find speakers in India for virtual programming in the future. Discussion followed.

The Library will also be partnering with the Burlington Mall to bring back the StoryWalk at the Village. Tentative dates are June through October. The Youth Services Department has also collaborated with the Burlington Recreation Department for a StoryWalk in May, as well as participating in Springapalooza 2022 at Wildwood Park. Discussion followed.

Marie Cannon was hired for the Administrative Assistant I position and began on April 11, 2022. Gerri is sharing her information and helping Marie learn the ropes as fast as possible. Jillian Toomey has been hired as a Library Page and will begin April 25, 2022. Discussion followed.

**NEW BUSINESS:**

The Trustees determined their liaison positions for the upcoming year:

**Budget and Planning** – Hiral Gandhi and Rob Neufeld  
**Friends of the Library** – Adam Woodbury and TBD  
**Space Planning** – Kevin Sheehan and Adam Woodbury  
**Technology** – Rob Neufeld and Ram Voruganti

**OLD BUSINESS:**

None

**MOTION:**

Motion to adjourn: Adam Woodbury  
Second: Ram Voruganti

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Voting recorded by roll call.

Hiral Gandhi: yes

Kevin Sheehan: yes

Adam Woodbury: yes

Ram Voruganti: yes

Rob Neufeld: yes

Motion carried: 5-0-0

ADJOURNMENT:

The meeting was adjourned at 7:36pm.