

RECEIVED

By Town Clerk's Office at 8:45 am, Jan 23, 2023

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
McINTIRE ROOM
TRUSTEES MEETING
November 10, 2022
MINUTES

MEMBERS PRESENT: Janice Cohen, Hiral Gandhi, Rob Neufeld, Kevin Sheehan

MEMBERS ABSENT: Ram Voruganti

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

CALL TO ORDER: The meeting was called to order at 7:18pm. Susanne Russell was welcomed to the meeting.

REVIEW OF MINUTES: The Minutes from October 13, 2022 were reviewed. Discussion followed.

MOTION: Motion to accept the October 13, 2022 Minutes as amended: Kevin Sheehan
Second: Hiral Gandhi

Motion carried: 4-0-0

CITIZEN'S TIME: None

TRUSTEE REPORTS: Rob reported that the Friends would like to have a joint Trustee-Friends meeting as was established in 2019. Mike will email the Friends to set up a date. There was no ISSAC meeting, but there will be one this Monday, which Mike will attend. Rob will attend the Select Board meeting instead, re: the new Trustee appointment.

POLICY REVIEW: Mike explained updating the Collection Development Policy now is an appropriate time to do so due to increased concerns, challenges and complaints brought to the attention of libraries over the past couple of years. He is not recommending any changes, just updating the language for clarity. Discussion followed.

MOTION: Motion to accept the updated **Collection Development Policy** as presented: Kevin Sheehan
Second: Hiral Gandhi

Motion carried: 4-0-0

DIRECTOR'S REPORT: The latest warrants were reported to the Trustees. The Board is aware that warrants #16/23, #17/23, #18/23 and #19/23 were processed from October 11, 2022 – November 7, 2022 for standard Library business. Warrants #17/23 and #18/23 were processed for Occupancy from October 11, 2022 – November 7, 2022.

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Mike informed the Trustees that MVLC libraries will be participating in a cybersecurity audit. Initial rounds have begun. Burlington's audit has been scheduled for the beginning of January, with results expected to arrive in mid-January. In the meantime, there has been a password safe established for staff. Daniel McDonough, IT Librarian, worked with Mike to get the password safe completed.

The Holds Hub was wrapped on November 3 and Mike has been working with the Public Relations company to begin promoting it in earnest. Mike is continuing to work with ProAV Systems to creatively handle delays in receiving the components for the Fogelberg Area upgrades. Mike is hopeful that the upgrades will be completed by January 2023.

The MBLC announced its initial award for State Aid to libraries. Burlington will receive \$24,485.34. Mike is expecting approximately \$50,000 in total from State Aid.

Mike is currently working on coordinating SOAR exercises for staff, Trustees and the Friends of the Library. Staff exercises will be split into two sessions with half of the staff participating in SOAR exercises in the a.m. and half in the p.m. Mike would like to use that same day for professional development, which will allow multiple tasks to be accomplished in one day.

Regarding Professional Development, Mike stated that he is interested in reinstating the annual staff professional development day. As previously stated, the day could be used for SOAR exercises (this year); Mike is also looking to potentially include training related to gender pronouns, as the MVLC has instituted a pronoun field in patron registrations. A date for professional development has not yet been determined, but would require library closure. A December date is likely. Mike is asking that the Trustees consider allocating \$2,000 from LIGMEG to fund the event, which would include a catered meal for staff, and would cover presenter fees. Discussion followed.

MOTION:

Motion to approve allocating \$2,000 from LIGMEG to fund Professional Development training and ancillary expenses: Hiral Gandhi
Second: Kevin Sheehan

Motion carried: 4-0-0

Mike reported that the Shawsheen Valley Technical School was unable to fulfill the order for staff jackets the last time they were requested,

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however, it is now able to do so and has estimated the jackets for the 9 new staff to be \$424.14. The previous allocation from the Trustees was \$350 based on 'old' pricing; Mike is now requesting \$525 be allocated from the Donations account to fund the jackets based on updated pricing as well as recent hiring trends, involving the likelihood of new hires in the future. Discussion followed. T-shirts may be considered for next year. Discussion followed.

MOTION:

Motion to approve allocating \$575 from the Donations account to fund staff jackets: Janice Cohen
Second: Hiral Gandhi
Motion carried: 4-0-0

Mike stated that Barbara Nelson was recently hired as Library Page with her first day beginning November 14. Aren Briggs was hired as the new Circulation Desk Librarian and will begin November 28.

NEW BUSINESS:

Rob addressed the Trustees, re-welcoming Susanne to the meeting, and invited discussion regarding the new Trustee appointment that would be held for four months (until April 2023). Discussion followed. He explained that if the newly appointed Trustee wanted to remain in the position, he/she/they would need to pull papers in time for the April elections, after which, the candidate could choose to run for election to maintain his/her position. Fifty signatures would be needed to get onto the ballot and the election would last for a term of two years. Discussion followed. The Trustees shared their own current lengths of term.

- Hiral Gandhi – through 2023
- Janice Cohen – through 2023
- Kevin Sheehan – through 2024
- Ram Voruganti – through 2024
- Rob Neufeld – through 2025

Discussion followed. Rob explained that the vote of the Trustees will go to the Select Board for a joint meeting and joint vote on the appointment. Discussion followed. Rob invited Susanne to introduce herself and tell a little bit about why she is interested in the position.

Susanne Russell – Susanne stated that she is a 12-year resident of Burlington, originally from Wakefield. She retired 4 years ago after spending 44 years in the healthcare industry. She stated that she is a strong supporter/lover of libraries. She used to spend a lot of time at the Boston

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Public Library. She feels that the Library is the heartbeat of a community; it is a place to get information, share, learn and connect and it is vital to a community. Susanne remarked that she felt that the Library's leadership has been ahead of the curve and has done well keeping up with the times responding in a timely fashion to changes within the community. She stated that she would like to contribute. She has experience with negotiations and has leadership skills. She would like to be part of the Library's continued success.

The Trustees thanked Susanne for her comments. Rob explained that the Trustees, as well as the Library itself, have certain limitations placed upon them regarding working within limitations as well as State regulations.

Mike asked Susanne what changes she would like to see happen in the Library. Susanne replied that she would like to see the Library be 1) more responsive to the community (who is/not using it; how to get more people involved); 2) get a better sense of what the community's needs/wants are; 3) add more instructional courses for adults, perhaps with some focus on seniors and perhaps adding ESL classes. Discussion followed. Mike stated that he has been looking at citizenship classes as a possibility for the Library. Discussion followed.

The Trustees thanked Susanne for her time and willingness to become a member of the Trustees and reiterated the procedure that would take place over the next couple of weeks. Susanne thanked the Trustees.

Susanne Russell departed at 8:03pm.

The Board discussed the candidates.

Rob polled the Trustees for their current thoughts on the appointment.

- Kevin Sheehan – Jesse Angeley
- Hiral Gandhi – Jesse Angeley
- Janice Cohen – Eleanor O'Neill
- Rob Neufeld – Jesse Angeley

Discussion followed. Rob asked Mike to contact Jesse to let him know that he would be brought forward to the joint meeting with the Select Board.

OLD BUSINESS:

Mike explained previously, the Friends and the Trustees did a joint SOAR meeting in preparation for Strategic Planning. The meeting currently

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planned for December 8 will be an online meeting because Barbara Alevras currently only runs virtual meetings. Discussion followed. Mike explained that SOAR is just a brainstorming meeting for gathering ideas leading up to Strategic Planning. Discussion followed about possible dates for the January Trustees meeting.

The Board agreed to move the January meeting up from January 12 to January 5, 2023. Discussion followed.

MOTION:

Motion to adjourn: Kevin Sheehan
Second: Hiral Gandhi

Motion carried: 4-0-0

ADJOURNMENT:

The meeting was adjourned at 8:26pm.