

Burlington Public Library
December 2, 2014
Board of Library Directors' Meeting Minutes
DRAFT

Call to Order: 7:34 pm

Attendance: Mike Ragasis, Craig Winter, Kevin Mullen, Kim Lawton (TAC), Sandy Mazeau, Marie Hasskarl, Jodi Kryzanski, Sri Srinivasan, Alyssa Colasanto

Absent: Sandra Hierl, Deborah Watson

Place: Anne L. Walluk Community Room

Approval of BOLD November 4, 2014 meeting minutes, with one change noted by Craig Winter to accurately reflect the events of the town meeting attended on behalf of the BOLD.

Correspondence: Email correspondence from Conntech regarding most recently awarded library construction grants.

TAC: last meeting discussed the almost new book sale, tried to get more recruits for gingerbread houses and Card 4 Soldiers

Upcoming Events: 12/11 Holiday Party, 12/29 Art Explorer's Future Project: Spring contest
Washington Post Peeps Diorama project, planning meeting 1/31

Budget to Date: Expenditures are as expected for this time in the year.

Note regarding the budget - three pay periods in December will impact the budget monthly expenditures

Library Statistics:

Highlights: Circulation Positive Self checkout up 12.5% Visitors up 1.6% Connecticard up 16.3%

Adult audio and adult magazines both up, Children DVD nonfiction and Adult nonfiction up

Decreases: Reference questions (may be due poor documentation of actual assistance provided) and registered users are down (likely due to the number of library cards expiring)

Staffing: Custodian, back to work on Monday, Dec 8

Budget

Letter from town (Ted Shafer and Ellie Parente) requesting the budget to be submitted no later Tuesday, December 23, 2014. We will need to meet to create a draft budget to present to the town, full BOLD will officially approve budget in January 2015. Abbreviated group of members will hold an afternoon meeting prior to December 23 to complete task as described above.

Budget discussion: no capital budget items to maintain or improve the building given the proposed expansion project, consider investment in computers/technology both for staff and patrons

Webinar/Mobile for Good - How to fundraise guide for nonprofits (Wednesday, December 3)

Marie is going to participate in the webinar, all are welcome to join

Library Expansion Project

Burlington Library Association is funding flyer to be mailed to all town residents (mailboxes/PO boxes) Information regarding project will be added to the Burlington Library and Friends websites. Contact the State Election Enforcement Commission to review the flyer or other communications to advertise project. Craig shared minutes from Nov. 13 Planning and Zoning Commission Meeting

Agenda for next meeting: policy for community space usage (for current and future use), bring ideas for new policies, Marie will provide current (full) policies to BOLD

New Business

Giving Tree is up and items are available, gifts benefit Susan B. Anthony Project

Meeting Adjourned: 9:25 p.m.