

**Burlington Public Library,  
March 1, 2016  
Board of Library Directors' Meeting Minutes**

**Call to Order:** 7:33 p.m.

**Attendance:** Craig Winter, Marie Hasskarl, Sridhar Srinivasan, Laura Hedenberg, Sandy Hierl, Sandy Mazeau, Kevin Mullen, Mike Ragaisis, Kim Lawton, Alyssa Colasanto

**Absent:** Jodi Kryzanski

**Place:** Anne L. Walluk Community Room

**Approval of BOLD Meeting Minutes** for February 3, 2016, Sandy Hierl motion to approve, Sridhar Srinivasan seconded the motion. Minutes approved unanimously.

**Correspondence:**

Connecticut Public Library Trustee Handbook from the Association of CT Library Boards. Marie to make copies or search for an online version to be given at April meeting.

**TAC business:** Food donations are done, donation tree is working well and will be used again next year.

March 12 meeting to finalize crafts for on Summer Reading; New Instagram Account for the library. Alphabetized picture books and weeded to help for construction. Blog is up and books transferred to Goodreads; 5 TAC members volunteered at Hula Hoop program at "Take Your Child to Library Day;" Tween to adult craft, TAC 3/12 and 4/2, coloring book March and April.

Carpeting squares: chose neutral/natural for the teen room of the new library.

**Director's Report:**

Budget Expenditure: About 68% expended – on track

- oil or propane, building committee will need to determine for the new building for next year. Oil is already committed for next year but we can still go to propane.
- Shoveling invoice received this month

Statistics: Circulation has gone up 3.8% (both books and online); Monthly visitors up 7.4% for the month.

Highlights shared –3 interviews for CM 2/10 and 2/11. LGES is bringing art 3/2 for their show. Summer reading meetings continue with Rudzinski, LoPresti and Meheran 2/24. Closed Good Friday.

Calendars: AARP Fraud Watch program on 3/16; Rubic's cube 3/8, 3/25 and 3/22; Star Wars Harry Potter and Mindful Movement with Laurie. National Library Week Fine Free April 11-16.

Expansion Blog Entry: Marie updated the blog, Downes Construction chosen for Construction Manager

Building and Grounds: Punch List 2016: No issues except front door.

**Expansion Project Update:** NBC chose Downes Construction Company as Construction Manager (CM) and will give us a max price and then revert to General Contractor. Construction phase may start in June and end in December. Choice of CM was unanimous, best qualified and least expensive. Have never had any litigation and have low change orders. Detailed plans will be given to Downes within 2 weeks. Once we get through the preconstruction process we can provide a time line to the public, expected in May. Still need to formally go to Planning & Zoning, Wetlands, Fire Marshall and Building Official before construction can begin.

**Friends Update:** Received \$5500 donation to Wright Fund for children's books. Working on a newsletter to be mailed to everyone in town. Annual meeting is May 20, 2016.

**Ongoing Business:**

Board of Finance:

Annual Budget: A preliminary budget came back from Board of Finance with a 9.4% increase. Marie will need to go and ask/explain at a Wednesday night meeting in March.

They did not leave the 3 new staff members on the preliminary budget nor additional hours for two staff members.

Website: Want to know why we need a new website. Possibility of getting onto the new town website for \$1800. Asking Marie to explain and she is responding via memo.

Asked for a list of replacement computers for this year (replacing 4 that are 5 years old)

**New Business:**

Behavior Policy discussed and to be voted on at a future meeting:

- Addition to number 5 to read 5A a no weapons policy: Weapons go beyond behavior. Is there a town policy? Is there a state policy? Define a weapon? What is the staff responsibility? Suggestion: Contact town attorney for further explanation. Further discussion needed.
- Proposed addition to number 8, "or on its outside perimeter" changed to "or on library property".
- Addition to number 12 of "skateboard, hoverboards or wheeled boards" in the building. Determine if town has a policy in order to ensure similar wording and purpose. If not, leave as written.

Marie requests moving the meeting on Tuesday 6/7 to 6/14. Approved unanimously.

**Next Meeting:** Tuesday, April 5, 2016

**Meeting Adjourned:** 8:58 P.M.

**Submitted by:** Laura Hedenberg, Board of Library Directors