

**Burlington Public Library**  
**November 4, 2014**  
**Board of Library Directors' Meeting**  
**Minutes**  
**DRAFT**

**Call to Order:** 7:34 pm

**Attendance:** Ragaisis, Hierl, Colasanto, Winter, Mazeau, Mullen, Watson, Srinivasan, Hasskarl, Kryzanski,

**Absent:** Lawton (Student Liaison)

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

**Minutes:** October 7, 2014 minutes approved

Welcome new member to the BOLD, Sridhar Srinivasan

**2015 BOLD Meetings:** **Approved** to hold September meeting on 9/15/15, instead of 1<sup>st</sup> Tuesday of month

**Correspondence:** Letter from Town Hall (E. Parente) regarding budget process

**TAC:** No member present to give report, Marie reported two upcoming events

**Director's Report:**

1. Library budget to date 37% expended – on track for being 1/3<sup>rd</sup> into the budget year
2. Noted desire to change *Computer Supplies* as a line item descriptor to a title that is more representative of the what it covers (e.g., *Computer Services*)
3. Statistics: Circulation up 2.2%, overall Cum Circ. down slightly, Online publicity doing well, consider to include Twitter to social media publicity, DVD circulation strong, Teen circulation lower, Adult circulation steady
4. Distributed Board of Library Directors' and Library Director contact list, one correction needed, Marie will correct and redistribute to BOLD

**Building & Grounds:**

1. Punchlist – nothing added, Septic cleaned last month, considered new service for pest control – will stay with current service
2. November 13, P&Z meeting (Winter) It was recommended that we go for a 8-24 Review, Craig followed up at town hall and the review (floor plan) will be presented at P&Z meeting.

**Ongoing Business:**

1. Next Steps for our Library Addition
  - a. New Building's Operating Expenses – Expected increases to the library operating budget line items projected for FY 2016-2017, anticipated increase of 25% (salaries, services) and 50% for staff, Current Staff 209 hours per week, Proposed Staff 313.5 hours per week
  - b. BOLD **approved** the proposed operating expenses of \$320,000 for staff and \$150,240 services

**New Business:**

1. Slate of Officers **approved:** President - Sandy Mazeau, Vice President – Sandy Hierl, Secretary - Jodi Kryzanski, Treasurer – Craig Winter
2. Need to request from Barbara (architect) explanations of items listed on the estimated costs for miscellaneous construction items
3. Sandy Mazeau will ask Walluk, President of the Library Association, for the BLA to cover costs for brochure.

**Miscellaneous:**

1. Clarification: Quorum via email is not allowed, however members could vote by phone.

**Next Meeting:** Tuesday, December 2, 2014 at 7:30 pm

**Meeting Adjourned:** 9:33 pm

**Respectfully Submitted,**



**Jodi C. Kryzanski**  
**Recording Secretary**