

# BULINGTON PUBLIC LIBRARY BOARD OF LIBRARY DIRECTORS

## MEETING MINUTES

Tuesday, February 7, 2023 – 7:00 PM

Library Conference Room

**Attendance:** Jodi Papazian, Sandy Mazeau, Sandy Hierl, Dan Cooper, Craig Winter, Tricia Galvin (Zoom), Jennifer Cavallari and Debbie Fields

**Absent:** Jodi Kryzanski, Kevin Mullen

1. **Call to order.** Meeting called to order at 7 PM.
2. **Public Comment:** None
3. **Approval of Meeting Minutes from January 3, 2023:** Motion to approve Dan Cooper, Seconded by Sandy Hierl.
4. **Correspondence** – None
5. **Ongoing Business:**

### **Friends of the Library Report:**

- Redoing the “Love Your Library” month during February concentrating on thanking volunteers
- Book Sale is scheduled for March 31<sup>st</sup>-April 1<sup>st</sup>
- Draft budget in place; vote to finalize on February 8<sup>th</sup> meeting.
- The proposed budget includes funds from the town to reimburse the Friend of the Library for previously spent funds for programs and materials during the pandemic
- Considering a town-wide mailing to raise funds, likely in the fall of 2023

### **Bus Stop**

- Jodi spoke with the Superintendent about establishing a bus stop at the library; he is in conversation with the transportation department and others. His only comment was that this could be an interruption to scheduling, etc. Jodi has followed up again, no response received. We would recommend starting this additional stop in September to mitigate interruption.

### **Solar Panels**

- We are on schedule for delivery of the solar panels in early March. No change in the plan; scheduled install by the end of April.

### **ARPA Grant**

- Jodi submitted ARPA request for several databases and supplies and equipment for Children’s programs.
- Reviewed State Statutes regarding a drop-off reading program for summer. Regulations surrounding a camp are too arduous, e.g., staffing, training in first aid, licensure, etc.
- Jodi will work on ideas to present to the Board for potential ways to use ARPA funds.

### **Assessment of HVAC**

- Larry Farrell had a representative from Sav-Mor assess our HVAC system. According to the report the equipment was installed in 2017. The recommendation is not to replace any of the equipment as the equipment is less than 5 years old.

**6. New Business**

**Library Lane Sign**

- Discussed whether the new sign should have an area for Notices/Upcoming programs. Discussion tabled until next month.

**7. Director's Report**

**Library Statistics:**

- Overall Circulation is significantly higher than this time last year.
- Hoopla continues to show growth among both patrons using and items being checked out.

**Upcoming News/Events:**

- The Tiny Art Show was a huge success. Over 180 art kits were given out with over 80 pieces being returned for display. April did an outstanding job coordinating and implementing this program which benefited patrons of all ages.

**Building Report:**

- 30 lights were replaced in the Community Room, hallway, work room and bathroom.
- Cost of the lights were less than \$1000

**Budget:**

- Jodi met with Doug to review/revise budget. Draft included increases in wages for part-time staff, materials and programming
- Possibility of bundling services for Fire Alarm inspection, security system, etc. with the rest of the Town buildings for potential discount.

**8. Adjournment: 7:50 PM.**

- a. NEXT MEETING IS SCHEDULED FOR TUESDAY, MARCH 7, 2023 AT 7 PM

Respectively submitted,

Deborah A. Fields