

BURLINGTON PUBLIC LIBRARY
BOARD OF LIBRARY DIRECTORS MEETING MINUTES
Tuesday, April 4, 2023 – 7:00 PM

1. CALL TO ORDER - 7:00 PM

Attendance: Sandy Mazeau, Debbie Fields, Danny Cooper, Jodi Papazian, Tricia Galvin, Jennifer Cavallari, Sandy Hierl, Jodi Kryzanski
Absent: Craig Winter, Kevin Mullen

2. PUBLIC COMMENT: None

3. APPROVAL OF MEETING MINUTES FROM MARCH 7, 2023: Motion to approve March minutes Deb Fields, seconded Sandy Hierl.

4. CORRESPONDENCE: Thank you note from Brian's Angels on behalf of the clients/patrons for the generosity of the library and our patrons.

Received correspondence from a State of CT probation officer requesting the library to fill out a Victim Statement Report identifying the total cost for the reparations for the incidents that occurred earlier this year in the bathrooms.

5. ONGOING BUSINESS

a. FRIENDS OF THE LIBRARY - No meeting since last BOLD meeting, next meeting Wednesday, April 12th. Recent Book Sale was very successful taking in a little over \$2600.

b. LIBRARY LANE SIGN - Contacted *Sign Source* and *Right Way Signs* to provide quotes and images. One quote received. Two styles were presented and discussed. More quotes to be considered.

c. ARPA GRANT - The library is requesting a variety of items including databases, software, hardware, digital services (Hoopla & Overdrive Collections), furniture and materials for children's room, funding for summer intern for a total of \$20,311. The proposal is going to the Board of Finance for approval on April 19th.

d. REGION 10 TUTORING POLICY - Sandy Mazeau and Jodi Papazian met with Debbie Foley, representative for Region 10, to share concerns on behalf of the library regarding supervision of students when tutors hired by Region 10 will be using the library. Region 10 has agreed to update the job description regarding supervision and providing all necessary supplies. In addition, they will provide advance notification when the library will be used to tutor a Region 10 student.

e. PUBLIC COMMENT POLICY - Each board can create their own policy regarding a public comment. A public comment policy will be drafted to be reviewed and voted on at the May meeting.

6. NEW BUSINESS

a. Jodi contacted the library director from Canton. She shared that formal complaints regarding items in collections are received by the library director, reviewed and researched regarding the concern and shared with the library board of directors.

b. Materials selection policy will be drafted and presented for approval.

7. DIRECTOR'S REPORT

- a. BUDGET REPORT - As of 4/4/2023, the library budget is 67% expended. Currently watching the expenditures in the materials budget line. Received additional funds, \$1,770 dollars, for an inter-generational quilting project funded by grant from LSTA.
- b. LIBRARY STATISTICS - Online items increased significantly, cumulative circulation is up over 90%. Over 600 book views in one month for TumbleBooks.
- c. UPCOMING NEWS/EVENTS - Celebrating National Library Week, April 23 - 29, 2023. Summer Program theme - All Together Now. Will be working with a number of other community organizations to support the collaborative theme.
- d. BUILDING REPORT - Plan to work with the Garden Club to work on improvements to the beds surrounding the library.

8. ADJOURNMENT: Meeting adjourned at 8:10 PM motion to adjourn, Jennifer Cavallari. Seconded by Debbie Fields.

- a. NEXT MEETING IS SCHEDULED FOR TUESDAY, MAY 2, 2023 AT 7:00 PM