

**BURLINGTON PUBLIC LIBRARY**  
**BOARD OF LIBRARY DIRECTORS MEETING MINUTES**  
**Tuesday, May 2, 2023 – 7:00 PM**

1. CALL TO ORDER - 7:00 PM

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

2. PUBLIC COMMENT: None

3. APPROVAL OF MEETING MINUTES FROM APRIL 4, 2023 Motion to approve, Debbie Fields,  
Seconded by Tricia Galvin

4. CORRESPONDENCE: ACLB Newsletter - [ACLB.wildapricot.org](http://ACLB.wildapricot.org) ACLB Handbook is available for reference on their website. It is suggested that Library Board members review the handbook to more fully understand our responsibility as board members, as well as liabilities and protections.

5. ONGOING BUSINESS

a. FRIENDS OF THE LIBRARY - \$11,486, a significant increase from the same time last year, very pleased with both donations and revenue from sales.

b. LIBRARY LANE SIGN - Options for design were presented. Jodi presented cost options for having an external vendor make and install the sign, versus having an external vendor make the sign and the Town of Burlington build the external structure and install.

c. PUBLIC COMMENT POLICY - As presented, the following edits were suggested: Add a limit of 15 minutes total for public comment, add speakers must be a resident or taxpayer, and edit the third bullet to more clearly required to sign in and eliminate group affiliation, change Chairperson to President.

d. MATERIALS SELECTION POLICY - As presented, is a merge of the Materials Selection, Weeding, Complaint, add a link to the complaint policy in #7 and added links at the bottom of the policy to documents recommending fundamental rights relating to Intellectual Freedom and the Freedom to Read. Edits: Remove repetitive phrase fundamental rights, use lowercase when referring to the library director when not included with the library director's name.

e. BEHAVIOR POLICY - Confirmed that the policy is now viewable on the website.

f. BUILDING USE POLICY - Nothing discussed related to this policy.

6. NEW BUSINESS

a. LIBRARY CODE OF CONDUCT - Proposing to print and display the behavior policy inside the library in multiple visible spots in the building.

b. As noted above, ACLB Handbook is a valuable resource for library board directors

c. President noted there are 4 members of the Board with terms expiring at the end of June (2023) and asked them if they are interested in having terms renewed.

d. Suggestion made to add pick up of previously ordered items to one of the self-service options to speed up the process, alternate opinion presented and some logistics to work out.

7. DIRECTOR'S REPORT

- a. BUDGET REPORT - Total expenditure 73%, currently Building Maintenance is over-expended, since some of the original Capital Requests will no longer take place (e.g., electronic sign) a request will be made to move the cost of the LED lights to be moved to Capital putting Building Maintenance within budget.
- b. LIBRARY STATISTICS - April statistics show a number of increases in circulation, non-resident borrowing, registered users, visitors to date for the year.
- c. UPCOMING NEWS/EVENTS - Burlington Public Library was the recipient of the Publicity Award for Connecticut Library Association. Recognize Kaitlin Checovetes' extraordinary work in creating a video of last year's summer reading program.  
Recognize the hard work and efforts of Scott Norton as he works to digitize images and documents in our history collection. Jodi demonstrated how the service works. Omeka is the software that is being used to categorize, store and make accessible.
- d. BUILDING REPORT - Battery lights in the Exit signs are being replaced.

8. ADJOURNMENT 8:16 Tricia Galvin made a motion to adjourn, Debbie Fields seconded.

- a. NEXT MEETING IS SCHEDULED FOR TUESDAY, JUNE 6, 2023 AT 7:00