



## **BURLINGTON PUBLIC LIBRARY - BOARD OF LIBRARY DIRECTORS' MEETING MINUTES**

Tuesday, November 4, 2025 - 7:00 PM

**ATTENDANCE:** Sandy Mazeau, Mary Art, Sarah McCusker, Jason Williams, Debbie Fields, Kady Nicksa, Craig

**ABSENT:** Sandy Hierl, Dan Cooper

1. CALL TO ORDER at 7 PM.
2. PUBLIC COMMENT – No comments received.
3. APPROVAL OF MEETING MINUTES FROM OCTOBER 7, 2025

Motion to Approve the Minutes: Kady Nicksa

Second Motion: Jason Williams

**Motioned passed unanimously.**

4. CORRESPONDENCE – No correspondence received by the Burlington Public Library.

### **5. ONGOING BUSINESS**

a. FRIENDS OF THE LIBRARY- Book sale successfully yielding \$2755. Friends have more than \$9,000 in their account from donations; year over year ahead for donors for a total of 73 donors so far this year. The Friends of the Library total accounts sum is greater than \$16,000.

b. SOLAR PANEL PROJECT— Solar panels were installed and went live in September. No substantial savings have been realized at this time.

c. LIBRARY POLICIES—Updated and new library policies have been approved by the Association of Connecticut Library Board. These evening policies will be reviewed and voted on by the Board of Library Directors for the Burlington Public Library. Once approved, the policies and the Reconsideration form will be posted online.

## 6. NEW BUSINESS—

- a. BOARD VOTE TO APPROVE THE REVISED COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

Motion to Approve: Sarah McCusker

Second Motion: Mary Art

**Motioned passed unanimously.**

- b. BOARD VOTE TO APPROVE THE REVISED REQUEST FOR RECONSIDERATION FORM

Motion to Approve: Debbie Fields

Second Motion: Craig Winter

**Motioned passed unanimously.**

- c. BOARD VOTE TO APPROVE THE NEW DISPLAY POLICY

Motion to Approve: Jason Williams

Second Motion: Katy Nicksa

**Motioned passed unanimously.**

- d. BOARD VOTE TO APPROVE THE NEW PROGRAMMING POLICY

Motion to Approve: Debbie Fields

Second Motion: Jason Williams

**Motioned passed unanimously.**

- e. BOARD VOTE TO APPROVE THE REVISED REVIEW AND RECONSIDERATION POLICY

Motion to approve: Sandy Mazeau

Second: Mary Art

**Motioned passed unanimously.**

- f. Board to vote on the slate of officers for the Board of Library Directors: Sandy Mazeau, President; Sandy Hierl, Vice-President; Debbie Fields, Secretary; Craig Winter, Treasurer.

Motion: Mary Art

Second: Sarah McCusker

**Motioned passed unanimously.**

## 7. DIRECTOR'S REPORT

- a. LIBRARY STATISTICS – Circulation stats down likely due to fewer new books. Jodi has had difficulty getting books from Baker and Taylor therefore, she has started ordering books from Amazon. Hoopla has sunset. Library patrons were disappointed but understanding of the cost. Considering going to

Blackstone; newer titles are not likely to be available through Blackstone. Program stats are down because the Pumpkin Pageant was not held this year. The Headless Horseman program was well attended. Two other previously scheduled programs were canceled due to COVID. Jodi and staff are planning programs to demonstrate 'How To' items from Lending Library of Things. Jodi is looking for VCR to add to the Lending Library of Things. She will be creating a wish list of additional items on Amazon.

b. BUDGET REPORT— The budget on track in all areas except for the building maintenance. Costs due to landscaping, the installation of river rocks along two sides of the building, power washing and painting of the library and the purchase of a leased propane tank have come out of the Building Maintenance budget line.

c. BUILDING REPORT— During a rainstorm last week, a leak was noted in the Community Room. The apparent cause was the new solar panels. The solar vendors were called and the leak fixed. The sensor for outdoor temperature, designed to auto-start the heat inside that building at a specified threshold, is broken and Trane came out to override the system. Per Trane: The cost to replace the sensor is \$3000. This information has been passed on to Town Hall.

d. UPCOMING NEWS/EVENTS—The Friends of the Library will hold their annual meeting on Wednesday, November 11<sup>th</sup> at 1:30 PM. Upcoming programs include a recipe swap on November 8<sup>th</sup>, a music program on November 14<sup>th</sup> featuring Marc Burger, and a concert by The Educated Fleas on November 20<sup>th</sup>. The staff is working on events for the Winter calendar. The library will participate in the December 3<sup>rd</sup> Holiday Stroll/Christmas Tree lighting event sponsored by the town. This year the annual sleigh drive will benefit the Agape House in Bristol, CT, which supports the homeless and underserved of the community.

## 8. OLD BUSINESS

a. Craig Winter asked about fencing for the side of the building meant to hide from view the solar/electrical equipment. This was initially denied by the town leaders, indicating there was not enough space to work on repairs/upgrades and provide for proper air flow around the equipment. There are seven feet between the equipment and the sidewalk, and the board asked Jodi to approach the town leaders again regarding the fencing, to hide the equipment from view.

## 9. ADJOURNMENT at 7:52 PM

a. THE NEXT MEETING IS SCHEDULED FOR TUESDAY, December 2, 2025 at 7 PM.

Respectfully Submitted,

Debbie Fields

*The Burlington Public Library's mission is to be the best small-town public library we can be through our exceptional service, relevant resources, as well as cultural, social and educational programming for the community.*