



BURLINGTON PUBLIC LIBRARY - BOARD OF LIBRARY DIRECTORS' MEETING MINUTES

Tuesday, November 4, 2025 - 7:00 PM

*Meeting via ZOOM due to the weather.

ATTENDANCE: Sandy Mazeau, Mary Art, Sarah McCusker, Jason Williams, Debbie Fields, Kady Nicksa, Sandy Hierl, Dan Cooper

ABSENT: Craig Winter

1. CALL TO ORDER at 7 PM.
2. PUBLIC COMMENT – No comments received.
3. APPROVAL OF MEETING MINUTES FROM November 4, 2025

Motion to Approve the Minutes: Kady Nicksa
Second Motion: Dan Cooper

Motioned passed unanimously.

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

a. FRIENDS OF THE LIBRARY- Program scheduled for Saturday evening -retelling of a Christmas Carol. During the November meeting a new Board member was appointed and fundraising was discussed. The Friends received a letter of complaint from a patron regarding a particular book; the letter indicates they will not be contributing this year or going forward. The title of the book was never mentioned. Staff looked into where the books are located and Jodi feels confident that the books are properly placed. The Friends of the Library report they are within \$900 of their budget for the year. \$1250 more came in this year than last year.

b. PERSONNEL UPDATES - Debbie Beauregard has resigned as Children's Librarian. The Union has posted the job internally and after 7 days, if there are no applicants, it will be posted externally. Best efforts are being made to keep all scheduled programs. Jodi will be bringing in temporary help to cover story times.

6. DIRECTOR'S REPORT

a. LIBRARY STATISTICS – Children’s program stats down and thus circulation is down across the board. Teen and Adult programs continue to show strong attendance. Alex is to be congratulated for finding way for recruiting volunteers and retaining teens who are aging out of the programs. A few complaints were received following the cancellation of Hoopla though most patrons were very understanding. Jodi is looking for alternate sources for e-materials. The Staff working on displays to help raise Circulation stats. Many groups and individuals are booking rooms, and not all are able to be accommodated. Jodi will start to track the numbers that can’t be accommodated. The Library of Things collection has seen nearly 100 circulations - the telescope, the projector, the marble run, the metal detector have been the most popular.

b. BUDGET REPORT— On track; books are still delayed and Jodi using Amazon. Barnes and Nobel reached out but their prices were higher than Amazon. Jodi was able to order large print books from a company going out of business (Baker and Taylor).

c. BUILDING REPORT— Larry aware that the Board would like to see some type of covering over the electrical panel. He will think about it and get back to us. Jason suggested that this would be a good Eagle project. An HVAC company will be installing new localized controls throughout the building. The project is expected to be complete by the end of the month.

d. UPCOMING NEWS/EVENTS—Saturday, December 6th there will be a Teen Craft Fair and an evening reading of A Christmas Carol.

7. ADJOURNMENT at 7:34 PM

a. THE NEXT MEETING IS SCHEDULED FOR TUESDAY, January 6, 2026 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.