



BURLINGTON PUBLIC LIBRARY - BOARD OF LIBRARY DIRECTORS' MEETING MINUTES

Tuesday, January 6, 2026 - 7:00 PM

ATTENDANCE: Sandy Mazeau, Mary Art, Sarah McCusker, Debbie Fields, Kady Nicksa, Sandy Hierl, Dan Cooper, Craig Winters, Jodi Papazian, Shaelyn Lynch (student)

ABSENT: Jason Williams

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

Motion to Approve the Minutes: Katy Nicksa
Second Motion: Mary Art

Motioned passed unanimously with noted corrections to the meeting date and the addition of Jodi Papazian's name to the attendee listing.

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

5. ONGOING BUSINESS

- a. FRIENDS OF THE LIBRARY- The Friends organization made their budget for 2025. There were a total of 92 donors and \$38,000+ collected this year; Book sales yielded more than \$10,000. The Friends hope to raise their donations to support additional programs.
- b. PERSONNEL UPDATES – Jim (Custodian) will be out on a medical leave and expects to return to work in April. Doug is aware of the absence. Jodi is working on getting someone in to help with cleaning.

Jodi will be interviewing candidates for Children's Librarian position during the upcoming week.

6. DIRECTOR'S REPORT

- a. LIBRARY STATISTICS – Circulation is down about 300 items. The librarians have been asked to keep an eye on their displays and keep them relevant to encourage more circulation. Programs are strong with great attendance. Database Creative Bug had minimal sessions this month. Consumer Reports and BookFlix both saw high usage. Jodi is looking for a substitute for Hoopla.

b. BUDGET REPORT— We are currently over budget in Building Maintenance due to recent upgrades made to the building. Jodi has been working with the Building Official on recent improvements including landscaping, exterior maintenance of the library and upgrading the HVAC system and controls. Board expressed concern over how this will affect the overall library budget. Jodi will reach out to Doug regarding these concerns. The Building Official has discussed possibly having a generator installed to ensure that the heat/AC remain on in the event of a power outage. The budget is otherwise on track. New budget forms arrived and Jodi asked for wage increases for part-time staff and increases for the purchase of books. Jodi submitted a proposal to town hall for more bookshelves. The cost for the shelving is more than \$10,850, pending the vendor's price for book bins for the children's area. The Board supports this proposal. See the attachment to these minutes for more detailed information.

c. BUILDING REPORT— Jodi passed on the Board's interest in having something covering the electrical panels on the building. At this time, it is not a project that will be moving forward.

Trane is no longer providing HVAC services for the Library. They have moved to a new vendor.

d. UPCOMING NEWS/EVENTS—Library staff brought the donations collected over the holiday season to Agape House in Bristol. Alex's teen group has raised money through their craft sales and are planning on purchasing refurbished laser tag kits for programming. Jodi also passed along to the Board how impressed she is with Alex (Teen Librarian) for finding new ways to keep the teens engaged as they age out of the programs. Many of the older teens now volunteer at the library to support Alex during event. The Boy Scouts would like to use the library for an overnight event. Board supports this event.

7. ADJOURNMENT at 7:45 PM

a. THE NEXT MEETING IS SCHEDULED FOR TUESDAY, February 2, 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.

Library Materials Overview

The Burlington Public Library currently maintains a circulating collection of **approximately 47,883 items** serving patrons of all ages and interests:

- Adult Print Materials: 24,436
- Young Adult Print Materials: 4,972
- Children's Print Materials: 13,292
- Audiobooks (library-wide): 1,952
- Video Materials (library-wide): 3,047
- Other Items (Tonies, Kits, Library of Things): 184

Total Collection: 47,883 items

Space and Shelving Constraints

At this time, the library has exhausted its available shelving capacity. Over the past year, staff have conducted an extensive weeding process to remove low-circulating, outdated, damaged, and duplicate materials. Following this review, materials were shifted throughout the building to maximize existing space.

Despite these efforts, the collection now requires use of both the highest and lowest shelves on many units, creating accessibility and safety concerns for patrons and staff. Reaching materials often requires step stools or bending to floor level, which presents challenges for children, older adults, and individuals with mobility limitations. This is not a sustainable, long-term solution.

To responsibly maintain—and modestly grow—the collection while ensuring accessibility, safety, and continued quality service, **additional shelving is required**.

Current Capital Shelving Needs

Adult Department

One double-sided shelving unit, ideally:

- On casters to allow flexibility for programs and events

- With a flat top for face-out display and browsing

This unit would allow for both collection growth and adaptable use of the adult programming space.

Estimated Cost: \$6,254.00

Middle School Area

Additional wall-mounted shelving to utilize currently unused wall space in the middle school area. This will relieve overcrowding and improve browsing access for this age group.

Estimated Cost: \$4,602.00

Children's Area

One double-sided picture book browsing unit featuring:

- Six total browsing bins
- Six lower storage units beneath

This unit will improve accessibility for young patrons, support early literacy browsing, and relieve pressure on existing shelving.

Estimated Cost: *Pending vendor quote*