



BURLINGTON PUBLIC LIBRARY

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BURLINGTON PUBLIC LIBRARY - BOARD OF LIBRARY DIRECTORS' MEETING MINUTES

Tuesday, September 1, 2026 - 6:00 PM

ATTENDANCE: Sandy Mazeau, Sarah McCusker, Debbie Fields, Kady Nicksa, Sandy Hierl, Craig Winter, Jodi Papazian, Jason Williams, Dan Cooper

1. CALL TO ORDER at 6:02 PM.
2. PUBLIC COMMENT – No Public comment
3. APPROVAL OF MEETING MINUTES FROM MAY 5, 2026

NOTE: Board member availability was low and thus the June meeting was cancelled; unable to achieve a quorum.

MOTION: To approve the May 5th, 2026 meeting minutes.

Motion: Craig Winter

Second Motion: Dan Cooper

Motion Approved.

4. CORRESPONDENCE: No correspondence

5. ONGOING BUSINESS

a. FRIENDS OF THE LIBRARY: Income for books is outstanding - \$6,833.27. Friends working on creating a second checking account, primarily for Friends' activities, i.e., Venmo fees. The first account is dedicated to the library. Friends will meet on September 2nd.

6. NEW BUSINESS

a. Library Meeting room policy: Needs some revisions. Board members discussed details of the policy. Bookings were overwhelming and is the impedance for revisions. The Board will review details and vote during a future meeting. Highlights include:

1. Establish the required used of a google form on-line
2. Call the Library to confirm availability and will force the completion of the form.
3. Add what renter has access to, i.e., sink, table, chairs, etc.

b. Board meetings:

Motion: To begin board meetings at 6 PM beginning with the November 3rd meeting.

Motion: Jason Williams

Second Motion: Craig Winter

Motion approved.

7. DIRECTOR'S REPORT

a. LIBRARY STATISTICS: Very successful summer reading program. Incentivizations were well received. Programs attendance has been steady; many are filled for the fall already. CreativeBug database usage continues to be low and renewal next spring will be reconsidered with funds being redirected to e-materials. Library Speaker Consortium (paid for by the Friends) is also being reconsidered due to budget constraints and dip in usage. Jodi will discuss with the Friends at an upcoming meeting.

b. BUDGET REPORT: Some errors noted and brought to the attention of the Board. Line items for utilities appear high.

c. BUILDING REPORT: After some issues with an HVAC sensor, moisture was noted in parts of the library. Some ceiling tiles required replacing.

The library will have a company come out to clean carpets and chairs in the Community Room and Conference Room. Board requested that someone clean vents in all parts of the library.

d. UPCOMING NEWS/EVENTS: Burlington will be participating in a program funded by DEEP and facilitated by the CT State Library. They received laptops that may be issued to eligible residents for long-term use. The checkout period for the laptop will be for 5 years. Anticipated launch of program will be by the end of the month.

e. HAPPY BIRTHDAY BPL!: The Birthday is celebrating 130 years and there are several activities planned. Patrons can fill out comment cards to share their memories of the library, which will be displayed during an Open House event on October 3rd. There will also be a birthday party for

children with DJ Red Supreme on October 3rd. Local artists have also donated original artworks to be auctioned off to raise funds for the Friends of the Library.

f. STATE SURVEY: BPL received a lot of really good feedback. There were very helpful responses that will help guide future program planning. Multiple positive feedback comments regarding the staff.

8. ADJOURNMENT at 7:20 PM.

a. THE NEXT MEETING IS SCHEDULED FOR TUESDAY, OCTOBER 6, 2026 AT 7 PM.

Respectfully Submitted,

Deborah A. Fields