

**Burlington Public Library
Board of Trustees Meeting**

June 6, 2017

Meeting minutes

In attendance: Sarah Ward, Heidi Yeoman, Jane Sneeringer, Cindy Lint, Maria Magana. Absent: Maria Pickering

Printed minutes were unavailable. It was moved (Heidi Yeoman), seconded (Maria Magana), and passed to defer approving May minutes. They were drawn up on Cindy's phone, though, read aloud, and approved. Cindy moved, Maria Magana seconded.

Communications:

- Monthly Report: New iPad acquired by library through the Foundation. It will be used to create videos, among other uses.
- One incident report. (graffiti on dumpster)
- Quidditch Fest planning proceeding. More posters were needed than initially printed. Anxiety abounds regarding number who will attend the Fest.

Unfinished Business:

- Library Bills: Heidi moved to approve, Jane seconded. Motion passed
- Weeds and Discards: Cindy moved to approve, Heidi seconded, motion passed.
- Financial Report: Has been corrected and is on track.

New Business:

Staffing Update:

- Library Page leaving to attend university. (I didn't catch the name on this one.)
- Ricardo is leaving us to take a position with Skagit Library

Other

- There has been a catastrophic failure of air conditioning system. May be fixed by end of this week.
- Newly hired building and facilities director made a tour and suggest new paint for certain areas, new chair rails, and putting the carpet on a cleaning schedule to maintain it for maximum life.

- The library is using new scheduling software called When 2 Work. It includes an available smartphone app so staff can keep track of their schedule easily.
- Summer tasks will include balancing the library collection based on circulation reports.

Adjournment: 6:32

Submitted by Cindy Lint