

Burlington Public Library Board of Trustees Meeting (via Zoom)

January 11, 2022

Meeting minutes

In attendance: Cindy Lint, Maria Magana, Janice Burwash, Lettie Lance, Heidi Yeoman.

Approval of Minutes of December meeting: Heidi moved, Lettie seconded, motion passed.

Communications:

- Two new Library Assistants, both bilingual, have been hired.
- The recent snow and cold weather affected operations. The library, as well as most city offices, was closed last Thursday.
- HUB Club will continue to meet virtually, with a few members being present in the library on computers, to participate.
- Take-home kits have waned a bit in popularity.
- Even though the total number of patrons dropped in December, the number of daily visitors was virtually the same.
- Financial Report: 2021 budget is spent. The Salaries and Wages section was overspent, due to an error in figuring the number of employees. Books and materials section is underspent, partly due to supply chain issues. (\$5000 of this will rollover to 2022)
- **Old Business/Monthly Tasks:**
- Approval of bills: Cindy moved, Lettie seconded, motion passed.
- Weeds and discards list generated no questions. Janice commented that new book club kits were purchased with the County-contributed funds, consequently some of the older sets were discarded.
- Bad debts from 2014 were written off and approved by the board. Cindy moved, Maria seconded.
- New Library Assistants, Nelie and Irene, have been hired. Since both are bilingual, and work opposite days, nearly all shifts now have a bilingual staff member on duty.

New Business:

- Return of some in-person programming: Jennifer is/has been planning to offer one Story Time session per week, as well as STEAM for 7-12 year olds. Things may change due to the omicron variant; Janice trusts Jennifer to make the call.
- Library Building Project: It has been observed that one or more of the beams supporting the roof are sagging. Though no imminent action is needed, eventually some action will need to be taken, which will require a vote by the City Council.
- This year, the Policies and Procedures manual will need to be updated. Millissa is working on this. More later...

Submitted by Cindy Lint; Next meeting February 1, 6:00 PM