

Burlington Public Library Board of Trustees Meeting

April 5, 2022

Meeting minutes

In attendance via Zoom: Cindy Lint, Maria Magana, Janice Burwash, Lettie Lance, Carol Doyle

Approval of Minutes of March meeting: Lettie moved, Cindy seconded, motion passed.

Communications:

- Library in a “holding pattern” for March. With Jennifer’s departure on March 17, staff is continuing to produce Grab and Go kits she prepared ahead of leaving. March’s Adult kits featured growing mint seeds, to highlight the library’s new seed exchange. Patrons can bring seeds in, and offer seeds to others.
- Library patronage is noticeably up from previous months, as are numbers of items loaned, and new library cards issued.
- The Library Foundation allocated funds pre-pandemic to redo the Teen Space of the building, and plans are now underway to get that done, with input from teen patrons. More individual chairs and re-charging stations are to be featured.
- Three staff members attended the PLA Conference online, making contacts from library staff across the country and are fired up to share their new learning.
- Financial Report: mostly on-track; one errant expense regarding fixing the beams in the library was charged to the library as a placeholder, instead of to Public Works, resulting in an over expenditure in the Library Repair and Maintenance budget line; this expense will be redirected to Public Works as line items are identified and work is completed.

Old Business/Monthly Tasks:

- Approval of bills: Cindy moved, Lettie seconded, motion passed.
- Weeds and discards: heavier than usual. Janice is cleaning Adult Fiction out ahead of her planned May retirement. The Adult fiction weeding is now completed.
- Monthly stats reported in new formats. Some graphs combined several categories, and a new breakdown of non-book loans reveal the extreme popularity of DVDs.
- Policies and Procedures Manual Updates: Janice presented new suggested language for Library Board duties, and non-discrimination. After very minor tweaks, Lettie moved to accept the language, Cindy seconded, motion passed.
- Open Positions: Assistant Director position opened for applicants within the city workforce. An applicant has applied, and will interview for the position tomorrow. The posting for the Children’s Librarian position closed yesterday. Sarah and Janice will review the applications, and possibly interview next week.
- Post Project: There will be four days of work, possibly beginning next Tuesday. For part of the time, the area may be just cordoned off, but there will be some time the library will be closed to the public. Two days of staff planning time is planned during the library closure, possibly housed in the old library area. It looks as though the Friends of the Library book sale will take place at the end of April.

New Business:

- Janice is requesting the Board approve a closure for the library on Saturday, December 31. The board will take this under consideration and vote at a later date.
- This being National Library Week, there is a display up for patrons and staff to post a note saying how they connect with their library. Board members are invited to stop by and contribute to this display.

Submitted by Cindy Lint; Next meeting May 3, 6:00 PM