

## Burlington Public Library Board of Trustees Meeting

May 3, 2022

Meeting minutes

In attendance: Cindy Lint, Maria Magana, Janice Burwash, Lettie Lance, Carol Doyle, Heidi Yeoman, Maria Yazzolino

Jenny Cole, new Assistant Director, introduced herself at the outset of the meeting. She will take over Janice's duties when Janice departs on May 27.

Approval of Minutes of April meeting: Lettie moved, Carol seconded, motion passed.

### Communications:

- Library was closed for four days in April for repair of beams and installation of new posts. Two of these days were used for staff development. The Strategic Plan, launched January 2020, was reviewed, those staff members who attended the PLA conference shared a presentation on Book Challenges, and all staff brainstormed ways to improve user experience.
- A Peeps (diorama) Display Contest was held for all ages. Seventy-five kits were distributed and ten displays were entered in the contest.
- National Library Week was April 3-9 and was celebrated with social media posts, and an interactive display in the library.
- Hub Club discussed *A Tree Grows in Brooklyn* by Betty Smith.
- Visitors and items loaned numbers down, unsurprising considering the four-day closure.
- 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: Heidi moved, Lettie seconded, motion passed.
- Weeds and discards: heavier than usual.
- Policies and Procedures Manual Updates: no updates
- Open Positions: Janice's position is filled. Jennifer's Children's Librarian position has had 8 applicants, of whom seven will be interviewed, next week or the week after. (the city's human resource director has been absent lately). Jenny's open position will be posted soon.

### New Business:

- Janice discussed the procedure for deleting "missing" items from the catalog. Many of the items were discovered during an inventory conducted while the library was closed in 2020. They will be deleted from the catalog after one year, and a more frequent and much shorter list of missing items will be maintained.
- Summer Reading 2022 is being figured out. Jennifer's recent departure has posed challenges for remaining staff, but opportunities for summer reading will be

available for all ages. The new software, Beanstack, will be available for tracking reading, as well as paper options.

- There will be a Retirement Reception for Janice on May 25, 3PM to 6PM

**Submitted by Cindy Lint; Next meeting June 7, 6:00 PM**