

Lynnfield Public Library
Minutes of the Board of Trustees
March 7, 2023

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TOWN CLERKS OFFICE
LYNNFIELD, MA

1. Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Chair Robert Calamari, who recited the Governor's Order Suspending Certain Provisions of the Open Meeting Law dated March 31, 2020. Roll call was taken and those in attendance for the meeting in person were: Robert Calamari, Chair; Faith Honer-Coakley, Vice-Chair; Russell Boekenkroeger, Trustee; Richard Mazzola, Trustee; Abigail Porter, Library Director; and Gerri Karonis, Secretary. Trustee Andrew Kenneally appeared for a portion of the meeting remotely. Chair Calamari informed the Board that the meeting was being recorded and would be available as soon as possible after the conclusion of the meeting.

2. Approval of Meeting Minutes

A motion was made and unanimously approved to accept the Minutes of the Board meetings held on January 12, 2023 and February 7, 2023.

3. Past Month's Financial and State Aid Reports

Ms. Porter reported that operating expenses are presently running at approximately 53% of budget, on track. The first portion of state aid has been received. Questions raised by the Trustees about select line items in the budget were answered to their satisfaction. Ms. Porter shared that the Library purchased a new printer for Reference, a new microwave, and three new book carts.

A motion was made and unanimously approved to accept the February, 2023 Financial and State Aid Reports as rendered.

4. Director's Report

Ms. Porter attended the Select Board meeting on February 27, 2023 where the Library's FY24 proposed operating and capital budgets were presented.

Ms. Porter and select staff plan to attend the Library Legislative Meeting at the State House in Boston on March 15, 2023.

The Friends of the Library have negotiated a fundraiser with Panera to receive 20% of sales made on March 10, 2023 from 4 to 8.

The Library's Annual Report to the Town is due March 10, 2023. Ms. Porter shared the Library's draft Annual Report with the Trustees and the Trustees had no substantive revisions, suggesting only that the Library highlight the resurgence of patrons to the library as clearly shown by the numbers recorded. The Library had over 94,000 visitors in calendar year 2022. Ms. Porter had accumulated figures on attendees of its programs. The Board asked if the figures could be broken out by individual program; Ms. Porter agreed to get more detailed figures for the Board.

Ms. Porter and her staff continue to deal with ceiling leaks at the circulation desk. Ms. Porter will escalate calls to appropriate supervisory staff at Town Hall if the situation is not corrected promptly.

The Assistant Director met with the Lynnfield Senior Center to hold a book talk there and to explore more avenues for growth. The Board is aware that the Clerk's Office and other departments will be moving into the Senior Center for approximately two years while the Clerk's Office and Police Station/Fire Station will be undergoing major renovations. This might impact the Senior Center's programming and indirectly the Library's programming.

A motion was made and unanimously approved to accept the Director's Report as rendered.

5. Old Business

- **Library Building Update**

Trustee Boekenkroeger attended the MBLC Commissioners Meeting. Ms. Porter was unable to attend. The means being considered to seek additional state ARPA funding for cost escalations were discussed.

- **Strategic Planning Update**

Ms. Porter anticipates scheduling a meeting of the new Strategic Planning Committee in the near future. There have also been calls to potential consultants. Interviews will be scheduled in the near future. The Board recommended that the cost of the consultant not exceed the \$10,000 RFP threshold.

- **Union Contract Status Update**

There is no change in the status of union negotiations. Discussions are continuing.

- **FY 24 Operating and Capital Projects Budget**

The Operating and Capital Projects Budget is in a provisional mode until the union contract negotiations are resolved.

As discussed at the February 7, 2023 Board Meeting, Ms. Porter will endeavor to obtain a more detailed estimate for the digitization of the Charles Wills photo collection.

- **Website Design Update**

The new website remains under construction; there may be some slippage with the April, 2023 completion date. Ms. Porter would like to have some type of event in the library commemorating the launching of the new website, perhaps with coffee mugs for patrons. The Board asked Ms. Porter to provide details and an overview of the budget earmarked for the event.

6. New Business

- **Programming Policy Recommendation**

Discussions took place over the proposed Library Programming Policy. Additional minor revisions were suggested and conditionally approved.

7. Adjournment

There being no further business, a motion was made and unanimously approved to adjourn the meeting at 7:39 p.m. The next monthly meeting of the Board of Trustees will be Tuesday, April 4, 2023 at 6:30 p.m.

Respectfully submitted,

Geraldine Karonis
Secretary