

**Lynnfield Public Library****Minutes of the Board of Trustees****January 9, 2024****1. Executive Session pursuant to M.G.L. c. 30A § 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel.**

See discussion in paragraph 7 below.

2. Call Meeting to Order

Following an Executive Session, this meeting was called to order at approximately 7:15 p.m. by Robert Calamari, Chair. Roll call was taken and those in attendance were: Robert Calamari, Chair; Faith Honer-Coakley, Vice-Chair; Russell Boekenkroeger, Trustee; Richard Mazzola, Trustee; Abigail Porter, Library Director; and Gerri Karonis, Secretary.

Mr. Calamari informed the Board and those in attendance that the meeting was being recorded and that the Minutes would be available as soon as possible after the conclusion of the Meeting.

3. Approval of Meeting Minutes

- **11/30/2023 Meeting**
- **12/5/2023 Meeting**

Following motion made, the Board voted unanimously to approve the Minutes of the Meeting held on November 30 and December 5, 2023.

4. Past Month's Financial and State Aid Reports

Ms. Porter provided Financial and State Aid Reports dated as of December 28, 2023.

The state aid did not print out correctly on the Report; this will be corrected as of next month.

The Charles Wills' digitized prints have arrived. NOBLE is assisting the Library in uploading them to the Library's Digital Heritage site.

Following motion made, the Board voted unanimously to approve the Financial and State Aid Reports dated as of December 28, 2023.

5. Director's Report**Building**

The Library had a brief power outage on December 18 due to the storm.

A new leak was discovered over the Circulation Desk, most likely due to the roof and the storm. DPW was notified and patched it.

An emergency phone has been installed in the elevator. It still needs to be hooked up to the phone line, expected to occur in the next two weeks.

The building temperature seems to have stabilized; no issues arose in the past month.

Outreach

The Library is partnering with the Senior Center in February for a Valentine's Day event. Children at a special Story Time will decorate valentines that will be dropped off at the Senior Center for lunch guests.

Ms. Porter is looking into options for a Community Calendar, one of the most requested ideas from the strategic planning process.

Alexandra Lambright was invited to do a Story Time for Tower Day's first Book Flood. This is an Icelandic tradition in which everyone gifts each other a book for the holidays. Students came with a book to share and all left with new books. Ms. Lambright read them selections from winter books followed by the Reindeer Hokey Pokey, to the children's delight.

Joan Carbone visited four classes of first graders at the Huckleberry Hill School to talk about the Lynnfield Public Library and what it has to offer. The students were enthusiastic about the visit.

Statistics

The Library registered 27 new accounts.

Circulation of physical items totaled 7,203.

The total number of hoopla checkouts for November was 280, with the most popular collection continuing to be the Adult Fiction Audiobooks. There were 1,642 checkouts on Libby with Adult eBooks being the most popular.

Total In-Library attendance in December was 7,415, a 7% increase from December 2022.

Staffing

There were no changes this month.

Programming/Projects

Joan Carbone's Gingerbread House Program was a success.

The Library held a Hanukkah Story Time with the Chabad of Peabody. Raziel came and read stories, sang songs, and participated in a craft with the children.

The Library hosted an Art-to-Go program this month for families on winter break.

The Bead Bonanza program over break was a surprise hit. Seventeen children attended and made a variety of beaded creations such as bracelets, candy canes, and snakes.

There were 12 adult programs in November. Total adult program attendance was 92.

On December 6, the Library had a beautiful musical performance from the extremely charming performers The Harper and The Minstrel.

The Library's regular book groups and occasional craft classes continue to be very popular.

A question arose about unusually slow NOBLE searches and a broken link to the Commonwealth Catalog. Ms. Porter was grateful for the inquiry and will take steps to resolve the issues immediately.

A motion to approve the Director's Report was unanimously approved by the Board.

6. Old Business

- **Library Building Update**

On December 4 the Lynnfield Public Library Building Committee held a meeting to discuss its plan to host upcoming Public Forums on January 11, 2024, at the Al Merritt Center. The scheduled Public Forums assume the Select Board approves the request to seek an extension of the MBLC grant at its public meeting on December 11, 2023, and that the MBLC approves the grant extension on January 4, 2024.

The MBLC Grant Extension was approved through April 30, 2024.

A Building Committee was held on January 8, 2024 to plan for the Public Forums. Further meetings are contemplated.

The Town has engaged Tappé Architects to conduct a feasibility study of the renovation costs of the existing Library.

7. New Business

- **Collection Development Update**

Ms. Porter provided the Board with a proposed Collection Management Policy to be studied and discussed in the future; no action was needed at this time.

- **FYE 6/30/25 Budget Recommendations**

The Board of Trustees unanimously recommended that Ms. Porter's salary be increased to \$106,000, inclusive of the 2% cost-of-living component.

The Library's Operating Budget for FY 2024 was \$987,384. The Operating Budget for FY 2025 is projected at \$1,067,305. Ms. Porter noted that the Operating Budget increase is largely due to the salary increases required under the Union contract.

In Ms. Porter's opinion, the Materials Expenditure Requirement ("MER," projected to be \$166,288.80) is best met by increasing costs for Adult Fiction, the Library of Things, E-Books, and Reference Materials such as Kanopy. The Municipal Appropriate Requirement ("MAR") is budgeted for \$978,069.35, an increase from last year's MAR of \$970,205.

Ms. Porter renewed her request from the December 5, 2023 Meeting that a new phone system

be purchased at an estimated cost of \$15,000. Ms. Porter also requested that the Library Trustees approve the purchase of an outdoor sound system for the many events held on the Lynnfield Common. This cost is projected to be approximately \$1000. Ms. Porter also proposed that the outdoor sound system could be placed in the Library of Things. The Trustees asked Ms. Porter to inquire whether the Library can tap into the Town's phone system.

After motion made, the Board voted unanimously to approve the 6/30/2025 budget recommendations made by Ms. Porter.

After motion made, the Board voted unanimously to approve the 6/30/2025 capital requests made by Ms. Porter.

8. Adjournment

There being no further business, a motion was made and unanimously approved by the Board to adjourn the meeting at approximately 8:23 p.m.

Respectfully submitted,

/s/ Gerri Karonis
Geraldine Karonis, Secretary