



**Lynnfield Public Library**

**Minutes of the Board of Trustees**

**February 6, 2024**

**1. Call Meeting to Order**

This meeting was called to order at approximately 6:30 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; Andrew Kenneally, Trustee; and Abigail Porter, Library Director. Gerri Karonis, Secretary, appeared remotely.

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.

**2. Approval of Meeting Minutes**

- January 9, 2024

Following motion made, the Board voted unanimously to approve the minutes of the meeting held on January 9, 2024.

**3. Past Month's Financial and State Aid Reports**

Ms. Porter provided Financial and State Aid Reports as of January 31, 2024.

Ms. Porter is closely monitoring staff salaries.

There were no notable purchases in January but Ms. Porter expects to purchase a computer next month.

The library received \$17,000 in state aid in January, 2024.

Trustee Boekenkroeger requested Ms. Porter to gather information from the Town's accountant about the library's total employment costs of library staff ("FTEs"). This information is needed for upcoming meetings with the Select Board, Planning Board, and Finance Committee as well as the anticipated Special Town Meeting.

Following motion made, the Board voted unanimously to approve the Financial and State Aid Reports dated as of January 31, 2024.

**4. Director's Report**

Massachusetts State Representative Bradley Jones will hold office hours in the library on February 9, 2024.

The library opens its Seed Library on February 21, 2024. Vice Chair Faith Honer-Coakley will preside at the ribbon-cutting ceremony. Master gardener Gretel Anspach will offer a seed-planting seminar immediately following the ceremony.

Following motion made, the Board voted unanimously to approve the Director's Report for January 2024.

## **Building**

A patron fell down the front stairs on January 25, 2024. First responders were called and the patron was taken by ambulance to the hospital. Library staff were pleased to learn the patron did not suffer serious injuries and is on the mend.

A phone has been installed in the elevator, but the phone line has not been connected.

Air filters were replaced in the A/C unit in the boiler room.

## **Outreach**

The library is hosting a Make a Valentine for the seniors program in partnership with the Senior Center.

The Tower Day Story Hour continues to be extremely popular with parents, teachers, and students.

The library will now be offering notary services, courtesy of Administrative Assistant Sarah Boçi.

## **Statistics**

Wi-Fi speeds were upgraded on 1/23/24 from 300Mbps to 500Mbps.

The library passed its 2000th checkout on MeeScan.

Staff registered 48 new library accounts, almost double the amount from December.

Circulation of physical items totaled 8,801.

The total number of hoopla checkouts for January was 367, with the most popular collection continuing to be the adult fiction audiobooks. There were 1,830 checkouts on Libby with adult eBooks being the most popular.

Total In-library attendance in January, 2024, was recorded at 9,383. Trustee Boekenkroeger requested that Ms. Porter review the library's counter to ensure it is functioning properly.

## **Library of Things**

The library added several new items to the Library of Things: 2 board games, 5 puzzles, an iPad stand, an iPhone stand, and a Nintendo Switch Pro Controller. Two were also purchased for programming use.

The library also added dementia-friendly Items to the Library of Things: garden birds puzzle kit; animals & plants matching game kit; and a busy board.

## **Programming/Projects**

There were 17 adult library programs in January.

Total adult program attendance was 117.

The library had some new and exciting programs in January:

- Labor and delivery nurse Stephanie Theriault educated patrons on the process of childbirth.
- The Society of American Magicians met to recruit new members.
- This month's Curious about Cuisine, featuring local restaurant La Gallina, had an amazing turnout.

## **5. Old Business**

- **Library Building Update**

Roughly 275 signatures of Lynnfield residents were gathered to petition the Select Board to call a Special Town Meeting for the new library. Trustee Boekenkroeger was advised by the Town Clerk that the signature threshold requirement had been met and that the Special Town Meeting would be held on March 18, 2024.

- **Library Building Committee and Public Forums**

The Lynnfield Public Library Building Committee hosted its first round of Public Forums on the proposed new library on January 11, and its second round of Public Forums on February 1, 2024. Many expressed positive views on the new design and three individuals offered their assistance in moving the project forward.

Tappé Architects has been working on a feasibility study of the renovation costs for the existing library. Town Administrator Robert Dolan and Director of Capital Projects Manager John Scenna will host a community forum at the library on February 27 to discuss the Tappé feasibility study.

There are three public hearings in February in advance of the Special Town Meeting on the new proposed library: Select Board (February 26); Planning Board (February 28); and Finance Committee (February 29).

## **6. New Business**

- **Collection Management Policy Update**

Ms. Porter had previously provided the Board with proposed revisions to the library's Collection Management Policy. At the direction of the Board, Ms. Porter shared the Collection Management Policy with Town Counsel Attorney Tom Mullen, who had no substantive revisions.

After motion made, the Board of Trustees unanimously approved the Collection Management Policy as revised.

## **7. Adjournment**

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There being no further business, a motion was made and unanimously approved by the Board to adjourn the meeting at approximately 7:30 p.m.

Respectfully submitted,

/s/ Gerri Karonis  
Geraldine Karonis, Secretary