

**Lynnfield Public Library  
Minutes of the Board of Trustees  
November 7, 2017**

**CALL TO ORDER**

- Meeting was called to order by Faith Honer-Coakley at 6:35 pm at the Lynnfield Public Library, Green Room. Roll call was taken. Present were Bob Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Janine Rodrigues-Saldanha, Holly Mercer, Director, Patty Nutile, Secretary and guest Christopher Roberson, reporter for *The Advocate*. Vice-Chair informed the attendees that the meeting was being recorded.

**APPROVAL OF MINUTES**

A motion was made and seconded to accept the minutes of the October 2, 2017 meeting as rendered and amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

**COMMUNICATION**

- Directors and Officers (D&O) Insurance for the Library Board of Trustees: Holly Mercer will verify that the Trustees are covered through the Town for D & O Insurance.

**FINANCIAL REPORTS**

- Monthly Financial Summary: The September 2017 Financial Summary indicates expenditures are on track. Because many of the staff are pursuing continuing education, the Seminar/Registration and In-State Travel line items may go slightly over by year end. The differences will be made up from other line items. The DPW has ordered the steel emergency exit door. They will replace the door and its casing when it arrives. Our sidewalks should be a high priority to be replaced due to our high traffic volume. We had 93,000 visitors last year.
- State Aid Monthly Summary: The State Aid balance as of September 2017 is \$20,465.

A motion was made and seconded to accept the September 2017 Financial Summary and the State Aid Detail Report as rendered. The vote was unanimous. Motion passed. (Rich Mazzola/Janine Rodrigues-Saldanha)

**DIRECTOR'S REPORT**

- Additional Upcoming Dates: Holly Mercer will be off November 20 - 24. The FOLL/BOT Potluck is on November 15 at the Meeting House. The MBLC meeting to review the building grant application is on November 14 in Northboro at 1:30 pm.
- Budget Summit: The Budget Summit will be held at 6:30 pm on October 3. Holly will speak about the status of our FY18 Operating Budget and share our FY19 Draft Operating Budget.
- Friends of the Lynnfield Library (FOLL): The FOLL 's book sale earned \$3,106. This year they used new book bags for the "stuff a bag" and held a drawing.
- Table Usage Spreadsheet: A spreadsheet was created showing a week's worth of data for the table usage in the Library. The tables are utilized at all times. Column totals will be added to the

spreadsheet. This is worthwhile data showing community usage in the Library. The heavy table usage during after school hours reflect the trust that parents have in us. The children come due to afternoon activities and proximity to the middle school.

- Staff: In total, seventy hours of continuing education has been done by the staff. This fiscal year's department goals work in congruence with the Director's goals. The staff are excited that their shirts have arrived. At the Staff Training Meeting, the discovery exercise was enjoyed by all. The reference collection is moving upstairs, so the large print collection may be expanded on the first floor. During the shifting process, this temporarily makes for empty shelves.
- New People Counter: The new people counter has been selected. It will produce reports with the data collected. We are working with NOBLE and the DPW to have it installed, as it requires an Ethernet cable.
- Library Community Outreach: Holly Mercer and Jonathan Nichols met with Cindy Donovan, Our Lady of the Assumption (OLA) School Principal. Among other things, educational resources the Library offers were shared and OLA was welcomed to our school outreach program.
- Adult Programming: Since the recent adult programs were a success, it was suggested that they be offered again. Bill Sano is already signed up for the spring and the genealogy classes are to be presented again.
- Bandwidth Limitation: The Library may have 100 devices connected to the internet at one time. Sometimes, when one uploads, it drains the bandwidth for everyone else. Using our hotspots in the afternoon may help. Due to their size, the larger NOBLE libraries are likely to be having more problems with their bandwidths. NOBLE is looking into ways to increase the bandwidth for all. As NOBLE receives state funds, it may be beneficial to speak with our state representatives. Holly will follow up to see if there are any proposed solutions.
- FY18 Statistics: Comparing October FY17 to October FY18 statistics, physical checkouts were down a little, but Overdrive statistics were up, specifically audiobooks up 10 %. Programming attendance increased, with adult by 41% and youth by 28%. DVD check outs have increased 63% due to no rental fee.

A motion was made and seconded to accept the Director's Report as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

#### **LIBRARY FOUNDATION**

- Form 1023: Once Rich Mazzola, President of the LPL Foundation, signs the 1023 Form, the paperwork will be finalized. The cost for the completion of the paperwork, around \$565, went beyond the \$2,500 retainer, which was contributed by the FOLL. There are also additional fees of \$230 for the attorney and \$800 to file the paperwork. The overage, around \$1,600, will be discussed with the Friends at the Potluck dinner. If they are not willing to fund all or some of the fees, then State Aid may be used.

- Directors and Officers (D & O) Insurance: The cost of around \$1,000 for the D & O Insurance for the directors of the Lynnfield Public Library Foundation may be paid with State Aid. It was suggested to also add an umbrella policy through individual home insurance plans.

#### **NEW BUSINESS:**

- FY19 Operating and Personnel Budget Draft: A 2.5% increase in salaries, per union contract, is accounted for. Also, an increase in youth service hours is budgeted at \$11,000. There will be a lesser net increase due to lower new personnel salaries. Differences and percent columns will be removed from the presentation document. The budget increases in programming supplies and the addition of a part-time assistant reflects the increase in the number of programs and the increase in attendance.
- FY19 Capital Draft Safety Budget: Computer tables without cords to cause tripping hazards are requested in the Library's FY19 Capital Draft Safety Budget. Also, a separate spreadsheet will be submitted showing the requested safety items that will be part of the DPW's budget: 1) replace cracked and uneven sidewalks on Arlington Street and Summer Street, 2) add extra outdoor lighting for crosswalks and 3) purchase automatic doors at the entrance.

A motion was made and seconded to accept the FY19 recommended budgets as rendered. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

#### **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 8:02 pm. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

#### **NEXT MEETING DATE**

Tuesday, December 12, 2017 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary

November 28, 2017

#### **Documents distributed:**

- Agenda November 7, 2017
- Draft of October 2, 2017 Minutes
- Monthly Financial Summary for September 2017
- FY2018 State Aid Detail Report as of September 2017
- Director's Report, October 2017
- Table Usage Spreadsheet, week of September 25- 30, 2017
- Library Statistics, FY2018 Second Quarter
- Staff Development Agenda, November 3, 2017
- FY2019 Budget Draft, November 1, 2017
- FY19 Capital Budget Safety Orientated Items
- FY19 DPW Items
- Here's What's Happening at the Lynnfield Public Library in November 2017