

**Lynnfield Public Library  
Minutes of the Board of Trustees  
February 5, 2018**

**CALL TO ORDER**

- Meeting was called to order by Bob Calamari at 6:43 pm at the Lynnfield Public Library, Director's Office. 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 Chris Roberson, reporter for *The Advocate*. 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 January 9, 2018 meeting as rendered and amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**FINANCIAL REPORTS**

- Monthly Financial Summary: The December 2017 Financial Summary indicates expenditures are on track. Unused balances in expense line items at year end may be used for other Library expenses in the same fiscal year. Holly Mercer will provide the breakdown of who utilized the Seminar and Registration line item. Katherine Decker will be attending a data boot camp in the spring and all of the department heads will be attending strategic planning workshops in February and March. Due to increased usage, we will be replenishing our Hoopla account.

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

- State Aid Monthly Summary: Anticipated State Aid expenses for the remainder of the fiscal year are the \$1,500 fees needed to establish the Library Foundation's 501 C (3) and By-laws. Our second State Aid payment will be received by the end of FY2018.

**DIRECTOR'S REPORT**

- Upcoming Dates: Legislative Breakfasts rotate at different libraries around Massachusetts. The Massachusetts Library Legislative Day is held in Boston annually.
- Friends of the Lynnfield Library (FOLL): The FOLL contribute to the staff's continuing education expenses. In the spring, Holly Mercer meets with the Friends' President and Treasurer to discuss their priorities and develop a budget. It is then approved by their board. The Friends are purchasing Summer Reading Program t-shirts for the staff. Whole Foods will be giving the FOLL a sizeable donation.
- Summer Reading Program (SRP), "Libraries Rock": The theme this year is Libraries Rock and there are plans for both adults and children again this year. If interested in purchasing t-shirts, your order needs to be placed with Patty Nutile.
- Community Read: An all Community Read event will be held in April. The book, "Wonder", by R. J. Palacio, was chosen, as there are different reading levels of the book. The Lynnfield Rotary Club will be donating one "We're All Wonders" book to each Elementary School after reading

the book to students in their classrooms. It may be possible to have the “Wonder” movie shown at MarketStreet.

- Community Outreach and Engagement:
  - Holly Mercer and Jonathan Nichols will be meeting with the general manager of MarketStreet to discuss partnering, possibly holding story times and some summer reading events on their common. It was suggested to research showing the documentary, “Ex Libris”, about the New York Public Library.
  - Whole Foods requested book donations for their learning center. The Friends delivered donated books to them.
  - The Middlesex Sheriff’s Office asked for book donations for their new Youth Offender Unit (18 – 24 year olds). Both discarded materials and donated items were gathered in time for their February 2nd pickup. Officer Snow expressed his appreciation in a thank you note.
  - Bookmarks are available for patrons to share what they love about libraries, as part of the MBLC’s “Love Letters for Libraries” program.
- Library Holiday Schedule 2018: Typically, we close on Christmas Eve at 1:00 pm. Because it falls on a Monday this year, it was suggested to close for the whole day. Holly will research town hall’s holiday schedule to make sure we are not closed any more than the town hall.
- Lynnfield Public Library Foundations (LPLF): The paperwork to establish the Foundation’s 501 C (3) status has been submitted. We are awaiting a response.
- Saturday/Additional Storytimes: We will begin contracting with individuals and groups to hold Saturday storytimes. The first will be for Pre-k children and be held on March 10.
- Highlights from the Department Heads: Samantha Cabral continues to research a Library app and has scheduled an adult technology program, “Gizmos and Gadgets”, for the spring. In circulation, Katherine Decker has a “Date with a Book” book display. Pat Kelly has sent our collection of oral history tapes to be digitized, which the Historical Society is funding. Nicole Goolishian has streamlined the ordering process; it is now all electronic. Jonathan Nichols is thinking of holding our Comic Con in August, as most other libraries hold theirs in May.
- National Endowment for the Humanities: A \$750,000 grant from the National Endowment for the Humanities in the area of genealogy is due on March 15, 2018. It would be advantageous to be awarded this grant to use in the new building.
- Library Statistics: In January, 2018, Hoopla had 94 checkouts, hotspots were checked out 12 times and checkouts for both the Chromebooks and phone chargers continued to increase.
- NOBLE: Middlesex Community College will no longer be a member of NOBLE, due to financial challenges.
- Lynnfield Building Project: A meeting with a selectman, Rob Dolan, Town Administrator, one trustee, Julie McCarthy, Town Accountant, and Holly Mercer to discuss putting together an article for April Town Meeting may be held next week. The outcome of the meeting will

determine the next steps in the building project. A Lynnfield Library Building Committee meeting will be held in March.

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)

#### **NEW BUSINESS:**

- Strategic Planning: Greg Pronevitz will work with us, free of charge, on our Strategic Plan. He intends on becoming a consultant when he retires from the Massachusetts Library System, so this experience will be very beneficial. Because of the building project, we only have to update our Strategic Plan, not complete a new one. The MBLC's deadline is October 2018. Holly will provide a timetable to discuss at the March meeting.
- Review of Lynnfield Public Library Policies: We will research linking/posting our policies through the town's website. Two of our policies, the Rules of Behavior and the Internet Access Policy, will be reviewed over two months. We may rename non-policies to procedures.

#### **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 8:17 pm. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

#### **NEXT MEETING DATE**

Tuesday, March 6, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary  
February 12, 2018

#### **Documents distributed:**

- Agenda, February 5, 2018
- Draft of January 9, 2018 Minutes
- Monthly Financial Summary for December 2017
- FY2018 State Aid Detail Report as of December 2017
- Director's Report, January 2017
- Library Statistics, FY2018 Third Quarter
- Lynnfield Public Library Policies
- Here's What's Happening at the Lynnfield Public Library in January 2018