

**Lynnfield Public Library
Minutes of the Board of Trustees
January 9, 2018**

CALL TO ORDER

- Meeting was called to order by Bob Calamari at 7:25 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, Rob Look. Chair informed the attendees that the meeting was being recorded.

COMMUNICATION

- Revision to October 2, 2017 Minutes: A revision to the Open Meeting Law Regulations statement made in the October 2, 2017 Minutes follows: Agendas must continue to be sent to Trudy Reid, Town Clerk, for the official posting on the bulletin board outside of her office. The Board of Selectmen approved the posting of agendas on the town website, effective January 2, 2018.

APPROVAL OF MINUTES

A motion was made and seconded to accept the minutes of the December 12, 2017 meeting as rendered and amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

FINANCIAL REPORTS

- Monthly Financial Summary: The November 2017 Financial Summary indicates expenditures are on track. We are prepared to account for an overage in Continuing Education from other line items.

A motion was made and seconded to accept the November 2017 Financial Summary as rendered. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Janine Rodrigues-Saldanha)

- State Aid Monthly Summary: Our first FY2018 State Aid payment of \$7,933.16 was received and deposited in our State Aid account during December. Our December 2017 balance will be around \$27,000. The State Aid Award letter was distributed. State Aid will be used to pay the \$1,500 final fees to establish the Library Foundation's 501 C (3) and By-laws.

DIRECTOR'S REPORT

- Status of Building Leaks: Due to ice dams, there are leaks in 6 places in the Library. Holly Mercer informed Bob Curtin, the Health Department, DPW, Board of Selectmen and the Library Board of Trustees. There is a very strong smell in the Circulation Office and noticeable odors in other areas. DPW hired a company to perform airborne and surface mold tests. The results provided on January 11, 2018, indicate that there is some mold in areas of the library. However, the mold counts are under the typical indoor mold counts in the winter. At this point, the plan is for the areas to dry out and for the wet/damaged material to be removed. Bob Curtin and John (DPW Director) will be further analyzing the results to finalize the plan.
- Friends of the Lynnfield Library (FOLL): Rich Mazzola met with Mary Beth Janakas, President of the FOLL. They discussed 1) the FOLL putting together a list of building project questions they

should be prepared to answer and 2) the possibility of the FOLL funding the \$1,500 final fees for the establishment of the Library Foundation's 501C (3) and By-laws. At the FOLL Board Meeting, it was decided that they prefer to fund library improvements and programs; therefore, State Aid will be used to pay the final fees. The FOLL will be mailing there annual appeal this month to Friends members and new residents that moved in during the last two years.

- Lynnfield Building Project: At the December 18 Finance Committee meeting, we discussed moving forward the building project and received good ideas and feedback from committee members.
- FY19 Budget: We will be presenting our FY19 Budget to the Finance Committee when they schedule a date to review it. Holly Mercer will send the most current FY19 Budget to Rob Look. Our Computer Accessories line item includes computers, hotspots, software and printers.
- DPW's Capital Budget: In 2015, \$17,000 was part of the DPW's Capital Budget for an engineering study to assess the Library's septic system. A question arose as to whether the funding is still available to proceed with the study.
- Future Planning: Eleven NOBLE Libraries are opened on Sundays.
- Community Outreach and Engagement: In December we continued to communicate with the community through several local newspaper articles, along with social media. Two articles were distributed, one on the topic of lack of quiet in the library and the other on the reality of the future of libraries.
- Highlights from the Department Heads: A Passport Acceptance Fair and a Money Week are adult programs that have been scheduled for the spring. It was suggested to consider a TSA Pre-check program. An app platform for our Library continues to be researched, but so far, the cost is very high. Five hot spots have been processed and four have been added to our collection for circulation. The fifth will be for staff and programming use. A fee will be charged if they are returned late or damaged. They were purchased through Tech Soup, a non-profit organization.
- FY18 Statistic: A third year will be added to our statistics. Our youth programs continue to be popular and adult program attendance saw an increase this December, compared to last December.
- Value of NOBLE Membership 2017: Ron Gagnon, Executive Director of NOBLE, sent his annual valuation of NOBLE report.
- Library Newsletter: If the Trustees are interested in submitting a book review for our Newsletter, they should email them to Holly.

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

NEW BUSINESS:

- Employee Benefits - Continuing Education/Leave of Absence: Megan Doyle will use vacation hours to cover her health insurance premium while she is studying in London on her leave of absence. Per the union contract, she is eligible to be reimbursed up to \$2,500 from our Tuition Reimbursement line item for her course.

A motion was made and seconded to approve Megan Doyle's leave of absence and the parameters of it. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

- Review of Lynnfield Public Library Policies: We are working on a list of our policies in comparison to the list the ALA and MBLC recommend.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:32 pm. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

NEXT MEETING DATE

Tuesday, February 6, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
January 17, 2018

Documents distributed:

- Agenda, January 9, 2018
- Revision to October 2, 2017 Minutes
- Draft of December 12, 2017 Minutes
- Monthly Financial Summary for November 2017
- FY2018 State Aid Detail Report as of November 2017
- Director's Report, December 2017
- Letter, MBLC State Aid to Public Libraries award payment, December 13, 2017
- MBLC FY2018 Certification State Aid to Public Libraries Program, December 7, 2017
- Article, "Quiet Please", Real Simple, December 2017
- <https://www.insidehighered.com>, "Reports of Libraries' Demise, Based on Flawed Jobs Data, are Greatly Exaggerated", submitted by Lindsay McKenzie, January 5, 2018
- Library Statistics, FY2018 Second Quarter
- Value of NOBLE Membership 2017
- Here's What's Happening at the Lynnfield Public Library in January 2017