

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

**CALL TO ORDER**

- Meeting was called to order by Bob Calamari at 7:46 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, Holly Mercer, Director and Patty Nutile, Secretary. Janine Rodrigues-Saldanha was absent. 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 May 1, 2018 and the May 23, 2018 meetings as rendered, subject to future amendment or correction. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

**FINANCIAL REPORTS**

- Monthly Financial Summary: The April 2018 Financial Summary was distributed. With the remainder of our Fiscal Year 2018 Operating Budget, we are purchasing new technology for programming and checkout, shelving and displays to spruce up the Library and toner for our increase in marketing materials. Also, our materials spending will reflect the Materials Expenditures Requirement (MER). DPW has not billed us for the repair done to our emergency door. It will be paid from our Capital funds. Holly's accrued vacation time may be taken from the Town's Salary Contingency Fund.

A motion was made and seconded to accept the April 2018 Financial Summary as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

- State Aid Monthly Summary: As of April 2018, we have a balance of \$33,655 in State Aid and do not anticipate any further substantial expenses this fiscal year.

**LIBRARY BUILDING PROJECT**

- Library Building: Lauren Stara will be our new MBLC Library Building Consultant when Rosemary Walter retires on July 1. In a recent visit, Holly gave Lauren a tour of the Library and the new building site. Holly will follow-up on our grant status with Lauren.

**DIRECTOR'S REPORT**

- Interim Director Transition: Holly has shared information with Nancy Ryan, including files that are on Holly's computer. Russ will meet with Holly to see how the files are organized. Once Nancy's Noble email is setup, Holly will share her Google Docs with her. Holly will make a list of active to do items for Nancy.
- Library Foundation: We received a request from the IRS for additional information relevant to the original application filed last fall. Bethany Grazio, Attorney, and John Matarese, CPA, completed the necessary paperwork and met the IRS-imposed deadline of Monday, July 9, 2016. The balance is about \$11,500.

- Lynnfield Public Library's Address Correction: The Town Assessor's office had the Library listed at 22 Summer Street. Holly wrote a note requesting it be corrected. Ray Boly, Town Assessor, sent a letter approving the change. The letter was distributed.
- Upcoming Important Dates: Lynnfield 101 will take place on June 14, 2018 from 6:00 pm – 7:30 pm. Summer Reading Program will kick-off with Mike the Bubble Man on Friday, June 22, 2018.
- Strategic Planning: Work on the Strategic Plan will be postponed until a new director is hired. Nancy Ryan will contact the MBLC to see if the requirement can be waived.
- Highlights from the Department Heads: Nicole Goolishian purchased a new laptop and projector which have wireless connectivity between them as well as connecting to smartphones and tablets. The new digital film and slide scanner will circulate for one week. Sam Cabral had many worthwhile adult programs scheduled. There may have been confusion about the date of Len Sandler's program, resulting in only 4 attendees, and the postponement of the May BookLovers' meeting. The QiGong program was well received. Pat Kelly is consulting with the Lynnfield Fire Department about fire ladders. They have suggested working on escape routes. The Trustees desire that escape routes be used first, but if one is not accessible, then fire ladders should be an option. Jonathan Nichols held a music program which attracted over 200 attendees. There will be a Summer Reading Program, a High Flying Dog Show, held at MarketStreet.
- Library Statistics: This May's physical books circulations were down from last May 2017, but digital resources continue to grow. We are ordering from Overdrive Advantage which gives Lynnfield patrons priority.
- Staff Note: Megan Doyle left last week for London to attend her MLS class.

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**

- Election of Officers: The election of officers will be tabled until the July meeting.

A motion was made and seconded to table the election of officers until the July meeting. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

- Director Search Committee Formation: Two staff members, Nicole Goolishian and Jonathan Nichols, volunteered to be part of the committee. Three at-large members should include one Friends member. Jennifer Welter and Gerry Shulman expressed an interest. Alison Squadrito will be considered. Perry Hayden, Janet Everson and Michael Walsh were suggested. An alternate may be chosen. The trustees will place a few calls to gauge interest and availability. It was decided to run a list of names by Nancy and finalize the list in July.
- Thank you: The Trustees acknowledged that Holly was leaving the Library in a better place and thanked her for all of her great work. She will be missed and was wished the best of luck in her new job.

**ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 8:55 pm. The vote was unanimous. Motion passed. (Faith Honer-Coakley/ Russ Boekenkroeger)

**NEXT MEETING DATE**

Tuesday, July 10, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary  
June 26, 2018

**Documents distributed:**

- Agenda, June 5, 2018
- Draft of May 1, 2018 Minutes
- Draft of May 23, 2018 Minutes
- Monthly Financial Summary for April 2018
- FY2018 State Aid Detail Report as of April 2018
- Director's Report, May 2018
- Library Statistics, FY2018 Fourth Quarter
- Letter from Raymond Boly, Town Assessor, May 23, 2018
- Here's What's Happening at the Lynnfield Library in June 2018