Lynnfield Public Library

Minutes of the Board of Trustees

July 10, 2018

**CALL TO ORDER**

* Meeting was called to order by Bob Calamari at 6:42 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, Nancy Ryan, Interim Director and Patty Nutile, Secretary*.* 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 June 5, 2018 meeting as rendered, subject to future amendment or correction. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

**COMMUNICATION**

* Retirement: Greg Pronevitz retired on July 6, 2018 from his position as Executive Director of the Massachusetts Library System.
* NOBLE Automated Library Network Services Agreement: The FY19 Agreement was distributed.

**FINANCIAL REPORTS**

* Payroll Signature Designation Form: The Town of Lynnfield Payroll Signature Delegation Form was signed by the Trustees, giving Nancy Ryan the authority to sign payroll and invoices.
* Monthly Financial Summary: The May 2018 Financial Summary was distributed. A worksheet provided an estimated balance for FY18 year end. Our Verizon phone bill is part of the town’s plan and costs us around $70 a month. We pay a $131 monthly maintenance fee to The Phone Guy for our Avaya phones, which we own.

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

* State Aid Monthly Summary: As of May 2018, we have a balance of $33,655 in State Aid and anticipate a minor expenditure to be made at fiscal year close to cover the FY18 overage.
* Approving Director’s Vouchers: Currently, the Director/Interim Director’s reimbursement vouchers need to be signed by one Trustee before submitting it to the town for payment. It was decided to increase the number of signatures to two Trustees for any voucher over $250.

A motion was made and seconded to require two Trustees’ signatures on the Director/Interim Director’s vouchers over $250 and one Trustee’s signature on the Director’s vouchers under $250, prior to submitting them to the town for payment. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Janine Rodriques-Saldanha)

**DIRECTOR’S REPORT**

* Programming: The Lynnfield 101 program was well attended. The Mental Health Awareness Presentations will be held on Friday, September 28: Town Hall employees from 9 -12 at Town Hall and 2-5 at the Library for Library staff.
* Safety Issues: Per the Trustees request, Pat Kelly is working with the Fire and Police Departments on panic button(s) and fire safety ladders.
* Library Statistics: Zinio, the online magazine database, will be reviewed before renewing. June 2018 Overdrive usage was up 65% over last June. Digitization of thirteen oral histories from the Genealogy Room was funded by the Lynnfield Historical Society and completed. The Historical Commission has additional town people’s interviews on tape that they would like converted.
* Building and Grounds: Nancy Ryan, John Tomasz and Rob Dolan met and created a rough schedule for the Library repair and maintenance work the DPW will be completing with their FY19 Capital Budget. Some of the work may require the Library to close due to safety concerns. Decisions will be made after more details are known. Notification would be in the local papers.
* Foundation Status:
* Bethany Grazio, Attorney, Ruberto, Israel & Weiner (RIT), sent a copy of the paperwork she faxed to the IRS to complete the requirements. John Matarese, CPA, said taxes need to be filed by October 15.
* RIT was paid $3,435, with the Friends paying $2,627 and State Aid $808. This was RIT’s first 501 (c)(3). They were chosen due to financial concerns, but a more experienced firm may have made the process smoother.
* Statements will be included in the monthly Director’s Report.
* Press releases will be made quarterly providing possibilities of how to make donations to the Foundation, including bequeathals.
* At some point, a new Board of Directors will be recruited, as originally stated.
* Personnel Status: Samantha Cabral resigned effective July 24, 2018 to pursue an Assistant Director’s position closer to her home at Rivier University (NH) with a significant pay increase. Nancy is interested in using BiblioTemps to hire someone temporarily to cover Sam’s reference shifts and to take on social media and marketing. The budget will be calculated. Nancy will work with Faith Honer-Coakley and Russ Boekenkroeger to put together a list of the Assistant Director’s responsibilities for the Board. Staff may take on some of Sam’s tasks. The Trustees would like currently interested staff to apply for the permanent position, but it will be up to the new Director to fill it.

A motion was made and seconded to authorize Nancy Ryan to submit an application to BiblioTemps with an updated Interim Assistant Director job description and with the financial parameter of not going above and beyond the current Assistant Director’s compensation structure. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

A motion was made and seconded to accept the Director’s Report as rendered. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

**LIBRARY BUILDING PROJECT**

* Building and Construction Grant Update: The State Executive Office of Administration and Finance, Capital Budget Group govern how much the MBLC can spend from their bond. The MBLC Board is not happy with the allocations. Another bond will be done in June 2019. It is important that the Trustees stay in close contact with the MBLC and Brad Jones on the grant process. More grant money each year will allow us to move up the list. Three towns were voted down by anti-tax increase campaigns. Wayland approved spending the money for the construction at the ballot box, but not at Town Meeting. We hope to have a warrant article at town meeting in 3-4 years to approve our $21.2 million project. It will be packaged financially with the fire and police. We would then have 6 months to get authorization at the ballot box for our $13 million financing.

**DIRECTOR SEARCH COMMITTEE**

* Director Search Committee Members: Members were appointed by the Trustees.

A motion was made and seconded to appoint the following Director Search Committee Members: Robert Calamari, Faith Honer-Coakley, Nicole Goolishian, Jonathan Nichols, Nancy Ryan (ex-officio), Alison Squadrito, Jennifer Welter and to reserve the right to add Sanjay Aurora and Tom Kayola, depending on their availability. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

* Charge to the Library Director Search Committee: Updates to the Charge were given.

A motion was made and seconded to grant Nancy Ryan the discretion to revise the Charge to the Library Director Search Committee pursuant to the feedback that she received tonight. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

* Compensation for Staff Members: During the last Director Search Committee process, staff members were allowed to receive compensation, comp time or adjust their schedules during the time that the Committee met. It is considered to be part of the overall scope of their position and does not come under the Trustees’ purview.

**NEW BUSINESS**

* Election of Officers: An election of the officers was held.

A motion was made and seconded to retain Robert Calamari as Chair of the Trustees and Faith Honer-Coakley as Vice-Chair. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

**ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 9:00 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Janine Rodrigues-Saldanha)

**NEXT MEETING DATE**

Tuesday, August 7, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary

July 25, 2018

Documents distributed:

* Agenda, July 10, 2018
* Draft of June 5, 2018 Minutes
* Payroll Signature Designation Form
* NOBLE FY19 Automated Library Network Services Agreement
* Monthly Financial Summary for May 2018
* End of FY18 Worksheet, July 10, 2018
* FY2018 State Aid Detail Report as of May 2018
* Director’s Report, June 2018
* Library Statistics, FY2018 Fourth Quarter
* Building & Ground Maintenance, Capital Budget FY19, July 6, 2018
* April 2018 Director’s Report with Breakdown of $40,000 Funding
* YTD Budget Report, FY19 Capital Effective July 1st, Julie McCarthy, May 8, 2018
* Letter, Department of the Treasury, Internal Revenue Service, Tax Exempt and Government Entities, June 12, 2018
* Email, RE: IRS document, Bethany Grazio, July 3, 2018
* Lynnfield Public Library Foundation, Inc., Unanimous Consent in Lieu of First Meeting of Board of Directors
* The Commonwealth of Massachusetts, William Francis Galvin, Secretary of the Commonwealth, Articles of Amendment
* Fax Confirmation, Ruberto, Israel & Weiner, July 5, 2018
* Letter, Samantha Cabral, July 2, 2018
* Assistant Director and Head of Public Services, Lynnfield Public Library, Job Description
* Assistant Director and Head of Public Services, Current Responsibilities
* BiblioTemps, Client Rate Sheet
* BiblioTemps, Request for Personnel
* BiblioTemps, Massachusetts Library System, Inc., Client Temporary Staffing Agreement
* Building and Construction Grant Update
* Massachusetts Libraries Board of Library Commissioners Website: Libraries on the Waiting List for a Construction Grant:
* How much can the design change?
* If your funding is already approved.
* Securing local funding.
* What now?
* Massachusetts Libraries Board of Library Commissioners Website: 2016-2017 Construction Grants: Provisional Awards and Waiting List
* Charge to the Library Director Search Committee, Draft
* Search Committee Members 2018-2019, Draft
* Position Description: Director Lynnfield Public Library, Version 1.0
* Advertising and Recruiting Outlets, July 5, 2018
* Email, RE: To whom do you report as director?, Nancy Ryan, June 27, 2018
* Here’s What’s Happening at the Lynnfield Library in July 2018