

**Lynnfield Public Library  
Minutes of the Board of Trustees  
August 7, 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, Nancy Ryan, Interim 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 July 10, 2018 meeting as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**FINANCIAL REPORTS**

- Monthly Financial Summary: The June 2018 Financial Summary and a worksheet providing an estimated balance for FY18 year-end were distributed. The increase in the Director's revised budget was made with Salary Contingency Funds to cover the overage of Holly Mercer's accrued vacation time. Appreciation was expressed to the Library Department Heads, Holly and Patty for a smooth fiscal close.

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

- State Aid Monthly Summary: As of June 2018, we have a balance of \$33,655 in State Aid and anticipate paying a \$500 fee to cover the additional work necessary to complete the Foundation's 501(c) (3) application. Rich Mazzola was able to negotiate a 50% reduction in Attorney Grazio's fee.

**DIRECTOR'S REPORT**

- Personnel: Nancy Ryan's weekly hours have increased to 28 – 30 to cover additional demands made on her time, including reference desk coverage.
- BiblioTemps: BiblioTemps' hourly rate is a few dollars more than Samantha Cabral's rate, but we should remain within budget, as the temp will be working part-time, 15 - 20 hours per week. Two interviews have been held and another will be held next week.
- Christmas Eve: The issue of the holiday schedule will be tabled until a later meeting.
- Building and Grounds: Nancy Ryan, Rob Dolan, John Tomasz and Steve deBettencourt met to discuss the schedule for the Library repair and maintenance work. Nancy will prioritize the items on the schedule and meet with Rob to express the Trustee's concern about the work being completed on a reasonably timely basis, while closing the building for the shortest period of time. Combining the completion of some items may help. The possibility of hiring an outside contractor may help expedite the steps. It also needs to be considered from a financial point given that staff would be paid for the time they are not working.

- Annual Report Information Survey (ARIS): The ARIS report was completed and sent to the MBLC. The following service conditions were noted: Closures due to septic issues, increased attendance at programs held at MarketStreet and a more accurate people counter, which decreased our counts. Library Social Services and Security 2018, a new section, is for MBLC's internal use only. Our policies will be checked to see if we prohibit weapons on Library property. We will verify if the Fire and Police Departments keep Narcan on site.

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

#### **LIBRARY BUILDING PROJECT**

- Proposed Roadway Corridor Improvements of Summer Street: There are three proposals to improve Summer Street from Main Street to Salem Street, which will affect Summer Street in front of the proposed new Library. The Library owns the land out to the street. Trees may be removed. Nancy will reach out to Jane Bandino from the Tree Committee for more information.

#### **DIRECTOR SEARCH COMMITTEE**

- Library Director's Position Description: Two revisions were made on the Library Director's Position Description to the Qualifications section. Update the first bullet to read: "Master's Degree required, MLS or MLIS from an ALA-accredited institution preferred". Replace the second bullet with "A minimum of five years of management experience in a library environment". Russ Boekenkroeger used his private LinkedIn account to access some fifteen to twenty possible applicants from a large pool using a variety of criteria and demographics. The majority are Assistant Directors. Search Committee members will be asked if they would like the Trustees to invite those on the list to consider interviewing.

A motion was made and seconded to accept the Library Director's Position Description as amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

#### **LYNNFIELD PUBLIC LIBRARY FOUNDATION**

- Spreadsheet: Nancy is creating a spreadsheet per the request of John Matarese, CPA, for the Foundation tax filing that is due by October 15, 2018
- IRS Letter: A letter from the IRS acknowledged that the Foundation was officially a 501(c) (3).

#### **ADJOURNMENT**

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

#### **NEXT MEETING DATE**

Tuesday, September 4, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary  
August 23, 2018

Documents distributed:

- Agenda, August 7, 2018

- Draft of July 10, 2018 Minutes
- Monthly Financial Summary for June 2018
- End of FY18 Worksheet, August 2, 2018
- FY2018 State Aid Detail Report as of June 2018
- Director's Report, July 2018
- BiblioTemps, Client Rate Sheet, December 5, 2017
- Meeting Notes, John Tomasz, Rob Dolan, Steve deBettencourt and Nancy Ryan, July 31, 2018
- Library Statistics, FY2019 First Quarter
- MBLC Board of Library Commissioners FY2019 State Aid to Public Libraries Annual Report Information Survey (ARIS) of 2018 Data
- Letter, Internal Revenue Service, July 17, 2018
- Notice of a Public Meeting Town of Lynnfield, Proposed Roadway Corridor Improvements f Summer Street from Main Street to Salem Street in Lynnfield, MA, Tuesday, June 12, 2018
- MBLC Board of Library Commissioners, Permanent Director Resignation
- MBLC Board of Library Commissioners, Acting Director Verification
- Position Description: Director Lynnfield Public Library, revised
- Perspective on Lynnfield
- Advertising and Recruiting Outlets, revised August 3, 2018
- Here's What's Happening at the Lynnfield Library in August 2018