

**Lynnfield Public Library  
Minutes of the Board of Trustees  
September 13, 2018**

**CALL TO ORDER**

- Meeting was called to order by Faith Honer-Coakley at 6:37 pm at the Lynnfield Public Library, Green Room. Roll call was taken. Present were Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Janine Rodrigues-Saldanha, Nancy Ryan, Interim Director and Patty Nutile, Secretary. Bob Calamari, Chair, was absent. Vice-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 August 7, 2018 meeting as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

**COMMUNICATIONS**

- National Register of Historic Places: The Historical Commission provided an architectural description of the Library which will be part of the submission that will hopefully increase the size of the National Register area so that the Library would be included.
- Town Administrator's Office Memorandum: A memo was distributed about the fall town meeting and requests for warrant articles.
- Lynnfield's Multicultural Celebration: An invitation to Lynnfield's second annual Multicultural Celebration from the Lynnfield Cultural Council and Lynnfield for Love was received. It will be held on Saturday, October 13.

**FINANCIAL REPORTS**

- Monthly Financial Summary: The July 2018 Financial Summary was distributed. We are tracking the funds used to pay Barbara Kampas from BiblioTemps, which are within budget.
- State Aid Monthly Summary: As of July 2018, we have a balance of \$33,655 in State Aid. The final fee of \$500 for the Lynnfield Public Library Foundation application documents will be paid to RIW with State Aid funds.

A motion was made and seconded to accept the July 2018 Financial Summary and the July State Aid Monthly Summary as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

**DIRECTOR'S REPORT**

- Building and Grounds: The front stairs have been replaced and the railings need to be repaired. A trustee observed a pregnant mom trying to get herself and her child out of her car in front of the Library. To be safe from traffic, she had minimum room to open both her front and back door to squeeze first herself and then her child out. This is of concern to the Trustees.

- Damaged Books Replacements: The \$3,000 from FY19 Capital Funds are being used to order books to replace the items that were damaged.
- Important Upcoming Dates: The FOLL are meeting on Monday, September 17 and the Potluck Dinner will be held on September 26.
- Finance Committee Meeting: The Finance Committee was unaware that a new septic system for the Library, the Historic Centre and the Meeting House may be on the warrant for the October Town Meeting. Its cost is estimated at \$500,000.

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

#### **LIBRARY BUILDING PROJECT**

- Grant Awards: A worksheet was provided by Russ Boekenkroeger estimating we are 5 -6 years out from receiving the awarded MBLC Building Construction Grant monies. If a number of towns drop out, it could be 2021. We are currently ranked 14 on the waiting list, up two places from 16. We will continue to work with the Town to maintain our current building.

#### **DIRECTOR SEARCH COMMITTEE**

- Progress: We have received around 30 applications, of which 4 are strong candidates. The first round of interviews will have open ended questions with follow up points. The interviews will last between 30 – 45 minutes.
- Orientation for New Director: Three documents, "Must Have Documents for New Library Director", "New Director Orientation Checklist" and "Orientation Schedule by Week", were distributed. A list of guidelines may be provided to the final candidates to help set our expectations.

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

- Form 990-N: Nancy will send an expense and receipts spreadsheet with the monthly bank statements to John Matarese, CPA, so he may file by October 15.
- Restrictions on Contributions: Contributions should have restrictions on how the money is spent, i.e. to build an endowment.
- Ongoing Foundation Awareness: the Foundation will be promoted through quarterly articles in the local newspapers.
- Pledges from LPL Foundation Debut: The FOLL will be contacted about a few Foundation pledges that may have been given to them.
- IRS Check: The Foundation received a \$250 refund check from the IRS for a fee overpayment after the IRS lowered the fee.

**ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 7:56 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Janine Rodrigues-Saldanha)

**NEXT MEETING DATE**

Tuesday, October 2, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary  
September 18, 2018

**Documents distributed:**

- Agenda, September 13, 2018
- Draft of August 7, 2018 Minutes
- Monthly Financial Summary for July 2018
- FY2018 State Aid Detail Report as of July 2018
- FY19 Assistant Director's Salary & BiblioTemps, 8/27/18
- Director's Report, August 2018
- Grant Awards Worksheet
- Building & Ground Maintenance, September 10, 2018
- Library Statistics, FY2019 First Quarter
- New Director Orientation Checklist
- Must Have Documents for New Library Director
- Orientation Schedule by Week, 2018-2019, draft ver. 1.0, September 12, 2018
- Lynnfield Public Library Foundation Expenses and Receipts, September 13, 2017 – June 29, 2018
- Letter, Department of the Treasury Internal Revenue Service, Re: Form 990-N, August 6, 2018
- Wakefield Co-operative Bank Statements, September 13, 2017 – August 31, 2018
- Check, Lynnfield Public Library Foundation, United States Treasury, 8/21/18
- Massachusetts Historical Commission Architectural Description of the Library
- Memorandum, Fall Town Meeting and Request for Warrant Articles, September 6, 2018
- Letter, Lynnfield's Multicultural Celebration, September 10, 2018
- Here's What's Happening at the Lynnfield Library in September 2018