

**Lynnfield Public Library  
Minutes of the Board of Trustees  
October 9, 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, Patty Nutile, Secretary and guest Christopher Roberson, reporter for *The Advocate*. 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 September 13, 2018 meeting as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**FINANCIAL REPORTS**

- Monthly Financial Summary: The August 2018 Financial Summary was distributed. The expenditures for the eight new All-in-One computers, purchased to replace the older public ones, will be reflected next month.

A motion was made and seconded to accept the August 2018 Financial Report as rendered. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

- State Aid Monthly Summary: As of August 2018, State Aid has a balance of \$33,330. 00. State Aid will fund recruitment expenses for the New Director search.
- FY2019 State Aid to Public Libraries Financial Report and the Application and Compliance Form: State Aid to Public Libraries Financial Report and the Application and Compliance Form is submitted each October to ensure our eligibility for State Aid. Copies will be provided next month.
- FY2020 Operating Budget: Nancy Ryan will begin working on the FY20 Operating Budget.

**DIRECTOR'S REPORT**

- Important Upcoming Dates: Town Meeting will be held on Monday, October 15. The FOLL preview book sale will be held on Friday, October 19 and the public book sale on Saturday, October 20.
- The November 6 Trustees' meeting may be rescheduled. The Library will be closed on Monday, November 12 for Veterans' Day.
- Christmas Eve Closing: We will close at 1:00 pm on December 24, 2018 to be consistent with the Union Contract.

A motion was made and seconded for the Library to remain open until 1:00 pm on December 24, 2018, Christmas Eve, per the Union Contract. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

- Mental Health Awareness Training Program: Staff from the Library and Town Hall benefitted from the training program held on September 28.
- Damaged Books Replacements: The \$3,000 from FY19 Capital Funds are being used to order books to replace the ones that were damaged.
- Building and Grounds: A document was distributed, providing an update on the Library building and grounds maintenance.
- Town Meeting: Article Three on the Town Warrant requests funds to be made available for a new septic system for the Library, the Historic Centre and the Meeting House.

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

#### **LIBRARY BUILDING PROJECT**

- Grant Awards: Russ Boekenkroeger had a discussion with the MBLC about their funding procedures. He will put together a synopsis for distribution at a later date.

#### **DIRECTOR SEARCH COMMITTEE**

- Script for Executive Session and Open Meeting: This document provides the necessary steps, per Open Meeting Laws, to go into executive session to interview candidates.
- Interviews and the Interview Rating Packet: Candidates' names may not be used during the interviews; they will be assigned a letter. Interviewers will rotate asking the questions. The draft Interview Rating Packet was discussed. The trustees felt much effort was put into creating the packet. They would like the interviewers and candidates to feel comfortable during the process and as such, questions should be kept conversational and informal.

A motion was made and seconded that after evaluating the Interview Rating Packet, to remove the terminology 'organic' and 'prompted,' keep the weighted amount as a suggested guideline and readdress wording and vocabulary on some of the questions. This will allow the candidates to feel free to express their background and their opinions more openly. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

#### **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 7:37 pm. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

#### **NEXT MEETING DATE**

Tuesday, November 6, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary

November 5, 2018

Documents distributed:

- Agenda, October 9, 2018
- Draft of September 13, 2018 Minutes
- Monthly Financial Summary for August 2018
- FY2018 State Aid Detail Report as of August 2018
- Director's Report, September 2018
- Library Statistics, FY2019 First Quarter
- Building & Ground Maintenance, October 2, 2018
- List of the Friends of the Lynnfield Library Executive Board Members
- Proposed FY2020 Library Assessments, NOBLE, September 14, 2018
- Agenda, Search Committee for New Director Script for Executive Session and Open Meeting
- Interview Rating Packet, Director Search 2018
- Executive Session Quick Reference Guide
- Email, Open Meeting Law and Candidate Interviews, from Thomas Mullen Town Counsel, July 15, 2015