

**Lynnfield Public Library
Minutes of the Board of Trustees
November 6, 2018**

CALL TO ORDER

- Meeting was called to order by Faith Honer-Coakley at 6:35 pm at the Lynnfield Public Library, Green Room. Roll call was taken. Present were Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Nancy Ryan, Interim Director, and Patty Nutile, Secretary. Bob Calamari, Chair, and Janine Rodrigues-Saldanha were 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 October 9, 2018 meeting as rendered, subject to future amendment or correction. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

FINANCIAL REPORTS

- Monthly Financial Summary: The September 2018 Financial Summary was distributed. Megan Doyle will be taking advantage of the Tuition line item benefit towards pursuing her Masters of Library Science degree.
- State Aid Monthly Summary: As of September 2018, State Aid has a balance of \$32,991.56. Expenses for the recruitment for the New Director search will be reflected on the October report.

A motion was made and seconded to accept the September 2018 Financial Summary and the State Aid Monthly Summary as rendered, subject to future amendment or correction. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

- FY2019 State Aid to Public Libraries Financial Report and the Application and Compliance Form: The State Aid to Public Libraries Financial Report and the Application and Compliance Form are submitted each October to ensure our eligibility for State Aid. The figures from the Financial Report are used to complete the Application and Compliance Form.

DIRECTOR'S REPORT

- Library Building Project Update: Notes about the grant process from Russ Boekenkroeger's discussion with Mary Rose Quinn and Lauren Stara, MBLC, along with a spreadsheet he created, were distributed. Per their discussion, the new Library will not be funded until FY2027. We will move up on the waiting list, when other towns ahead of us do not approve their projects. After FY2021, all cost estimates need to be re-estimated, as they will be out of date. Before passing information onto the town, Russ will meet with Mary Rose to have her confirm the information and numbers he has are accurate.
- Building and Grounds: Patrons have complained about moldy smells on the first floor and in the basement and circulation staff detected a moldy smell around the window near the DVDs. The Palladian window will cost more than the DPW was funded in FY2019. More funding will be

requested in FY2020 for it to be completed. Roof leaks, an ice belt for the roof to prevent ice dam problems and the paving of the back parking lot will be deferred until next year. After Nancy Ryan updates John Tomasz about the moldy smells, she and a few of the Trustees will meet with Rob Dolan and John Tomasz to discuss all of our building issues.

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

DIRECTOR SEARCH - BOARD OF TRUSTEES

- Second Interviews: The Trustees will be interviewing the three candidates provided by the Director Search Committee. The first interview will held on November 13 in the Green Room. Tom Mullen, Town Counsel, advised that public attending the interview cannot ask questions.
- Interview Questions: The interview will be one hour long and the Trustees will take turns asking questions from a prepared list. Individual Trustees will have an opportunity to ask the candidate one-on-one questions after that hour.

ADJOURNMENT

- Due to losing the quorum at 7:55 pm, the meeting was adjourned

NEXT MEETING DATE

Tuesday, December 4, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
November 13, 2018

Documents distributed:

- Agenda, November 6, 2018
- Draft of October 9, 2018 Minutes
- Monthly Financial Summary for September 2018
- FY2018 State Aid Detail Report as of September 2018
- Director's Report, October 2018
- MBLC FY2019 State Aid to Public Libraries Financial Report
- MBLC FY2019 State Aid to Public Libraries Application and Compliance Form
- Building and Construction Grant Update, Notes from Russ Boekenkroeger
- Building and Construction Grant Update, Spreadsheet, Russ Boekenkroeger
- Building & Ground Maintenance, November 5, 2018
- Library Statistics, FY2019 Second Quarter, October 2018
- Email, Questions Posed from Public During Open Meeting Interviews, Tom Mullen, Town Counsel
- FY2020 Draft 1.3 Operating Budget, November 5, 2018
- FY2020 Compensation Budget Draft 1.3, November 5, 2018
- Revised Key by Line Item, November 5, 2018
- FY2020 Budget and the Budget Process, Five Year Financial Forecast, Rob Dolan, Town Administrator, October 23, 2018
- Spreadsheet, Town of Lynnfield, Five Year Financial Forecast, FY 2018-2022, Rob Dolan, September 10, 2018