

**Lynnfield Public Library
Minutes of the Board of Trustees
December 12, 2018**

CALL TO ORDER

- Meeting was called to order by Bob Calamari at 7:00 pm at the Lynnfield Public Library. 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, Patty Nutile, Secretary and guests Jonathan Nichols and Dan Tomasello, reporter for *The Lynnfield Villager*. Chair informed the attendees that the meeting was being recorded.

AMENDED AGENDA: It was decided to deliberate the selection of the new Library Director first and then approve the FY2020 Budget. We will not adjourn to Executive Session, as we are awaiting the negotiation of the compensation package for the candidate with the Town Administrator and Board of Selectmen. We will remain in Open Session for the evening.

DELIBERATION FOR THE SELECTION of the NEW LIBRARY DIRECTOR: The Director's Search Committee, formed in August, consisted of two Board of Trustee (BOT) members, two staff and community members. Forty to fifty resumes were received and six candidates were interviewed. Three strong and well-qualified candidates, were given to the BOT for consideration and were interviewed in November. The BOT assessed the candidates using a personal statement, prior experience, leadership style, career accomplishments, community outreach, library operations/organization structure, technology, strategic planning, BOT relations and the building program. They disclosed that the Assistant Director's position was deliberately left open for the new Director to fill.

Special thanks were given to the Director's Search Committee for their challenging work.

A summary for each of the three finalists was given:

- Jennifer Inglis: Jennifer is from Salem and is the former Director of the Nahant, Dartmouth and Whitman Libraries. She was also the former Chief of Public Services at the Boston Public Library (BPL).
- Rita Gavelis: Rita resides in North Andover and is currently the Director of the Pelham Public Library in Pelham, New Hampshire. She has worked in the Acton, Burlington and Watertown Libraries and the Ernst Mayr Library at Harvard University.
- Laura Keyes: Laura lives in Freeport, IL and is working as the Activities Director at the Stevenson County Historical Society in Illinois. She was Library Director at the Illinois Institute of Art, a High School Library Director at the Pecatonica High School and Director of the Limestone Township Library.

Discussion points for each of the three finalists follow:

- Jennifer Inglis: Jennifer has strong and deep director experience, strong familiarity with Lynnfield and the MBLC and some strong community outreach and programming skills. Knowing that the new director would be involved with unstructured problem solving, Jennifer would bring structure and order to the building program, organizing town support and the necessary

votes at town meeting. Jennifer has almost 20 years of varied library experience, has managed two different unions at the same time, has grant writing experience and a collegial management style. She is familiar with the municipal budget process and with older building problems. She would like to make collaborating with the schools a priority. Jennifer appears to be comfortable in an administrative role. She is a collaborator but delegates. She likes to empower staff to problem solve where appropriate. She would like to maximize the experience for current library users and reach out to those who are not users. She has strategic planning experience. She interviewed in 2015, but withdrew because of the BPL renovation and was appreciative to be reconsidered. She is currently working in private business and is a former high school teacher. Jennifer is organized, goal-oriented and exercises a planning skill. She is communicable and fiscally responsible. She would be supportive of the staff.

- Rita Gavelis: Rita is doing a fine job in Pelham, a library that is similar in size to Lynnfield. She has demonstrated strong leadership skills, solid financial management and technology skills. Knowing that the new director would be involved with unstructured problem solving, Rita would bring structure and order to the building program and towards getting town support and votes at town meeting. Rita lacked director leadership experience and has no building project experience, but was very engaging and a good fit for the staff. Rita has experience working with unions and has training and consulting strengths. She was motivated and willing to accept the challenge of bringing the building project to completion. Rita is progressive and structured in her career development. She has a strong management leadership style of fairness.
- Laura Keyes: Laura was very energetic, a creative programmer, enjoys the process of developing staff and team building. Knowing that the new director would be involved with unstructured problem solving, Laura would bring a lot of ingenuity to the building program and towards getting town support and votes at town meeting. Laura has a pleasant and patient manner. All of her work experience has been in Illinois. She provided innovative examples to encourage new library users. Laura was engaging in her two Skype interviews. She is involved in living history and hosted a large gathering of historical interpreters. Geographical considerations come into play and shorter tenures were evident in her professional history. Laura has a positive attitude, good energy and good experience. She has a passion for being a historian. Her experience is strong in technology.

New Director Recommendation:

- Jennifer Inglis: Jennifer clearly had the strongest resume and background as a director in Massachusetts' libraries over a long period of time. She is the best cultural fit for the BOT, community, town administration and staff. She was confident in her ability to spearhead the building program. A reference from the Boston Public Library credited her as a forward thinker in her ideas about how to lay out the floor plan in their new building. She was highly prepared for the interview. She has an impressive ability to think and respond on her feet, as was evident in how she handled herself during the aggressive interview. The work she accomplished in Nahant, with limited resources, was very impressive. Jennifer's leadership style is a great fit. She picked up on some of the key building project themes by examining the drawings online. She is in a stable situation. Jennifer's can do attitude was impressive. Her familiarity with the municipal budget process and making the schools a priority were strong points. The facts that she enjoys interacting with patrons and was comfortable asking questions about the board were appreciated. Jennifer presented herself as adaptable. By coming back to interview this year, she showed a clear interest in the Lynnfield community. Her bubbly personality will go a long way with community outreach. Based on where

Jennifer lives, her tenure should be long term. Her ability to embrace and reach out, her communication skills and player coach / management style will work well.

A motion was made and seconded to nominate Jennifer Inglis as our next Library Director pending standard background and reference checks, her acceptance and a successful compensation package and contract negotiation with the Town Administrator and the Board of Selectmen. The vote was unanimous. Motion passed. (Russ Boekenkroeger/ Faith Honer-Coakley)

FY2020 OPERATING AND CAPITAL BUDGET:

- FY2020 Operating Budget Submission: The Mission Statement, Organization Chart, Full Time Equivalents (FTEs), Salary Worksheet, Internal Budget Worksheet, FY2019 Initiatives and Accomplishments to Date, FY2020 Initiatives and Major Budget Changes were distributed. The FTEs were computed based on information from Julie McCarthy, with no decrease in staff. These calculations are based on hours worked, which will vary from year to year.
- FY2020 Capital Budget Submission: The FY2020 Capital Funding Request Form along with backup worksheet and photos were distributed. Mobile shelving units, a mobile book stand and a table with four chairs for the Children's Room are requested to keep in line with the increase in Children's programming, maximize space and ensure safety. It was suggested to include pictures of the current furniture and space.

A motion was made and seconded to approve and submit the recommended FY2020 Operating Budget that was presented. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Janine Rodrigues-Saldanha)

A motion was made and seconded to accept the FY2020 Capital Funding Request of \$7,337.36 that was presented. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:51 pm. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

NEXT MEETING DATE

Tuesday, January 9, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
December 31, 2018

Documents distributed:

- Agenda, December 12, 2018
- Amended Agenda, December 12, 2018
- Library Mission Statement
- Lynnfield Public Library Organization Chart
- Library FTEs FY2016-FY2020
- FY2020 Salary Worksheet, 12/11/18
- FY2020 Draft 1.5 Operating Budget, Internal, 12/11/18
- FY2019 Initiatives and Accomplishments to Date

- FY2020 Initiatives and Major Budget Changes
- Town of Lynnfield FY20 Capital Funding Request Form
- Library Capital Request FY2020, Youth Services – Children’s Room
- Capital Furniture Youth Services – Children’s Room, backup details
- Trusty, Trustee Pocket Guide, MBLC