Lynnfield Public Library

Minutes of the Board of Trustees

January 15, 2019

**CALL TO ORDER**

* Meeting was called to order by Faith Honer-Coakley at 6:42 pm at the Lynnfield Public Library, Mezzanine. Roll call was taken. Present were Bob Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Janine Rodrigues-Saldanha, Jennifer Inglis, Director, Nancy Ryan, Interim Director, Patty Nutile, Secretary and guest Pat Campbell. Vice-Chair informed the attendees that the meeting was being recorded.

**APPROVAL OF MINUTES**

A motion was made and seconded to review the December 4, 2018 minutes and the November 2018 interview minutes at next month’s meeting. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

A motion was made and seconded to accept the minutes of the December 12, 2018 meeting, subject to future amendments and corrections. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**COMMUNICATION**

Pat Campbell, Lynnfield resident, feels that there are not enough Library adult evening programs held for working adults, seniors and adults without children. Some of her thoughts and suggestions are listed below.

Program Suggestions: Musicians; acapella groups; comedians; cultural presentations; trios or quartets from the Boston Symphony Orchestra; Brian O’Donovan; speakers heard at the JFK Library; history lectures; Lynnfield’s police dog Ace; a workshop on how to maintain a 501(c)(3); local experts on parliamentary procedure; business networking for new jobs and legislative issues on Beacon Hill.

How to Develop These Program Ideas: Network with other small town libraries; convene a group to generate ideas; survey patrons coming in after 5:00 pm to gather their interests from a list of ideas and ask for suggestions; trips (in the past, SAGE held day trips).

Venue Suggestions: Library mezzanine, Meeting House, schools, Merritt Center and Centre Congregational Church.

Adult Programming Publicity: Create an Adult program handout to distribute at the Library and provide to the local newspapers.

New Library Publicity: More publicity is needed letting residents know what the new Library will offer for adults. Most of the publicity has been what will be offered for children.

New Library Building: We should speak with the Capital Needs Committee. The new building will be next to the proposed Rail Trail. The Recreation Department has mentioned a Recreation Center being built in Ready Meadow Golf Course area. There is also talk about using the area for a Public Safety Building. The

Superintendent of Schools is interested in using the current Library building, once we have a new one.

Library Responses: A 2013-2019 survey of adult evening programs indicated that most were held when we had an Assistant Director. We were without an Assistant Director from 2008-2012, and from late July 2018 through the present. There are five adult evening programs scheduled for this winter and spring, “The Great Molasses Flood”, “Historic Voices”, “Majesty and Mystery of Crop Circles”, Ted Reinstein and “Too Human”. Programming is phenomenally difficult without staff and a program room. We need to have full staffing and begin to experiment on different types of programs to determine what works well. Growing program participation in our current building will create support for the new building and enable us to plan for the different staffing needs the new building will require. Jen Inglis, recently appointed Library Director, asked Pat to give her a year, as changes will not happen overnight.

Pat’s feedback was greatly appreciated. She agreed to engage a group of community members of various ages and work with us. Delineating the adult and children services was well received, however the value of our children’s programming is huge, as it draws patrons in. We will include adult programming in our Long Range Plan and will be holding focus groups and creating surveys. Our Building Program shows our vision for programming and services for the entire community.

**FINANCIAL REPORTS**

* Monthly Financial Summary: As of the end of November 2018, 40.9% of the FY2019 budget has been expended which is in line with the 42% projected amount through five months.

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

* State Aid Monthly Summary: As of November 2018, State Aid has a balance of $31,171.54. There are no significant expenses expected.

**DIRECTOR’S REPORT**

* The Director’s Report was omitted from the January meeting documents. It will be voted on next month.
* Library Building Project Update: Roland Ochsenbein, MBLC Chair, spoke with Jen today. He is reaching out to the waitlisted Libraries requesting them to contact their legislators to ask the governor to pass the latest bond for construction projects and also to increase it to $25 million.
* Jen’s Schedule: Jen will be taking time off in February for previously scheduled vacation time and be out a few days in March for her daughter’s kindergarten screening.
* Library Legislative Day and NOBLE Legislative Breakfast: Legislative Day at the State House will be held on March 5, 2019. The Legislative Breakfast is on February 14 at 8:00 am at the Reading Public Library. Legislative Breakfasts may be held at any Library.
* Annual Town Report: The Annual Town Report is due in March.
* Outstanding DPW Capital Projects: Via email, John Tomasz provided an update for the ongoing Library capital projects. The Palladian Window will cost up to $30,000. It was suggested to meet monthly with John, who will design a tracking form for the projects.

**FY2020 BUDGETS**

* FY2020 Budget Presentations to the Board of Selectmen and the Finance Committee: The FY2020 budget presentation to the BOS and the Fin Com went smoothly.

**NEW BUSINESS**

* Town of Lynnfield Payroll & Bills Signature Authorization Forms: Julie McCarthy provided two forms to be authorized by the Trustees. One designates Jen Inglis to be the authorized signer for payroll and bills and the other designates a Trustee to sign in Jen’s absence. Russ Boekenkroeger was the board member chosen.
* Nancy Ryan’s Resignation Date: Nancy will resign as Interim Director on Tuesday, January 22, 2019.

**ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 7:53 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**NEXT MEETING DATE**

Tuesday, February 5, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary

January 30, 2019

Documents distributed:

* Agenda, January 15, 2019
* Drafts of December 4, 2018, December 12, 2018 Minutes
* Monthly Financial Summary for November 2018
* FY2018 State Aid Detail Report as of November 2018
* Email, Ron Gagnon, NOBLE, re: Legislative Day and Breakfast
* Library Statistics, FY2019 Second Quarter
* Email, John Tomasz, DPW Director, re: Library Capital
* Massachusetts Board of Library Commissioners: FY2020 Legislative Agenda, FY2020 MBLC Budget Request and The Massachusetts Public Library Construction Program (MPLCP)
* Town of Lynnfield Payroll & Bills Signature Authorization Form, to authorize Jen Inglis
* Town of Lynnfield Payroll & Bills Signature Authorization Form, to authorize Russ Boekenkroeger