

**Lynnfield Public Library
Minutes of the Board of Trustees
December 12, 2017**

CALL TO ORDER

- Meeting was called to order by Bob Calamari at 7:18 pm at the Lynnfield Public Library, Director's Office. Roll call was taken. Present were, Bob Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Holly Mercer, Director, and Patty Natile, Secretary. Janine Rodrigues-Saldanha was absent. Chair informed the attendees that the meeting was being recorded.

COMMUNICATION

- Posting Information at the Library: A discussion ensued about posting information on the Library bulletin board located in the foyer.

A motion was made and seconded to reaffirm our existing informational posting policy and supplement it to be consistent with American Library Association (ALA) guidelines and ALA Bill of Rights. All policies will be looked at to make sure they are up to date. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

APPROVAL OF MINUTES

A motion was made and seconded to accept the minutes of the November 7, 2017 meeting as rendered and amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

FINANCIAL REPORTS

- Monthly Financial Summary: The October 2017 Financial Summary indicates expenditures are on track. Next month will reflect the Thanksgiving Holiday payroll.
- State Aid Monthly Summary: A letter informing us of our FY2018 State Aid payment should be received by our January meeting. It is anticipated to be about \$19,000.

A motion was made and seconded to accept the October 2017 Financial Summary and the State Aid Detail Report as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

DIRECTOR'S REPORT

- Additional Upcoming Dates: We are on the agenda for the December 18 Finance Committee meeting to discuss some nuances of the building project, including finances and engaging the public. It will be held at 7:00 pm in Town Hall. The Friends of the Lynnfield Library (FOLL) Board meeting will be held on January 8. We will ask for an additional \$1,600 for the Lynnfield Public Library Foundation (LPLF) to complete their setup paperwork. State Aid is an option, if they decline. Rich Mazzola will meet with Mary Beth Janakas prior to the FOLL meeting to update her.
- Lynnfield Building Project: Kingston did not approve their construction grant, which allows us to move up one on the waitlist. Norwell did approve their construction grant.

- **FY18 Budget:** The staff are embracing the idea of going to meetings and trainings, which will lead to us going over our mileage budget. We will recoup it through other line items.
- **FY19 Budget:** Our FY19 Budget presentation to the Board of Selectmen went well. In the near future, we will be presenting it to the Finance Committee with more financial detail. Our “A Day at the Library” video will be edited with more action shots, upbeat music and be shortened. Additional videos and photos will be taken around the Library whenever possible.
- **New People Counter:** The new people counter has been installed and should show improved accuracy.
- **Digitization:** Our annual reports are getting digitized at the Boston Public Library at no cost, due to a grant we received. We are on their waitlist to get more of our collection digitized.
- **Senior Citizen Collaboration:** Marjorie Generazzo, a member of the Senior Citizens Advisory Council, is interested in having high school students offer technical assistance to seniors at the Library. Holly Mercer and Sam Cabral will be meeting with Marjorie to discuss the specifics.
- **Library Building:** The Arlington Street emergency door was replaced.
- **FY18 Statistics:** Changes to our statistics report include the addition of the number of days the library is opened each month and adding e-material to our circulation numbers. We had one less adult program in the month of November, but had a 22% increase in adult program attendance. A discussion of Sunday hours in the new building ensued. One thought was that closing at 7 pm on Mondays through Thursdays might possibly fund Sunday openings.
- **Bandwidth Limitation:** One of our computers was monopolizing our Wi-Fi network. We replaced that computer and will monitor to see if it corrected the problem.

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

LIBRARY BUILDING PROJECT

- **Finance Committee Meeting:** We will brainstorm ideas to move the building project forward at the December 18 Finance Committee meeting.
- **Upcoming Timeline:** The latest timeline was distributed. Holly will update the estimated times.

NEW BUSINESS:

- **Employee Benefits – Continuing Education/Leave of Absence:** Megan Doyle is pursuing her Master’s Degree in Library and Informational Studies and requested a leave of absence to participate in a study abroad program in London for one month next summer. The Union Contract states that the Trustees must approve leaves that are longer than two weeks. More details will be gotten from the Town Treasurer and Union Representative as to what expenses (tuition, travel and stipend) are eligible to potentially be paid for. We will revisit this in January and add a stipulation that Megan will provide a power point presentation or a library program based on what she learned.

A motion was made and seconded to approve Megan Doyle's one month leave of absence, June 1 – July 2, 2018, for the purpose of attending classes for her Master's Degree in Library and Informational Studies in London. The vote was unanimous. Motion passed (Rich Mazzola/Russ Boekenkroeger)

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:23 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

NEXT MEETING DATE

Tuesday, January 9, 2017 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
January 2, 2018

Documents distributed:

- Agenda December 12, 2017
- Draft of November 7, 2017 Minutes
- Monthly Financial Summary for October 2017
- FY2018 State Aid Detail Report as of October 2017
- Director's Report, November 2017
- Library Statistics, FY2018 Second Quarter
- Upcoming Timeline, Library Building Project
- Letter, Request for Leave of Absence, Megan Doyle, December 8, 2017
- Union Contract, Article 18, Leave of Absence and Article 26, Tuition Reimbursement
- Here's What's Happening at the Lynnfield Public Library in December 2017