

**Lynnfield Public Library
Minutes of the Board of Trustees
February 5, 2019**

CALL TO ORDER

- Meeting was called to order by Faith Honer-Coakley at 6:41 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, Jennifer Inglis, Director, and Patty Natile, Secretary. Janine Rodrigues-Saldanha was 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 January 15, 2019 meeting, subject to future amendments and corrections. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

A checklist for creating and approving meeting minutes from the Attorney General's Division of Open Government was distributed.

Amendments to the December 4 and November 2018 interview minutes were postponed until next month's meeting.

FINANCIAL REPORTS

- Monthly Financial Summary: As of the end of December 2018, 48% of the FY2019 budget has been expended which is in line with the 50% projected amount through six months.
- State Aid Monthly Summary: As of December 2018, State Aid has a balance of \$39,412.12. There are no significant expenses expected.

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

APPROVAL OF DECEMBER 2018 DIRECTOR'S REPORT

A motion was made and seconded to accept the December 2018 Director's Report as rendered, subject to future amendments or corrections. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

DIRECTOR'S REPORT – JANUARY 2019

- Upcoming Dates: Legislative Breakfast-February 14; February 18, Presidents' Day-Library Closed; Jen's vacation-February 15-22; Library Legislative Day at the State House and BOT Meeting-March 5.
- Library Statistics: Our people counter indicates that January 2019 Library attendance doubled from last January. All circulation statistics were higher this month, as there were a number of snowstorms in January 2018.

- Thank you: Jen thanked the Board for the lovely orchid and reception.
- Newspaper Interviews: *The Weekly News* published their interview with Jen this week and *The Villager* will have one next week.
- Accident Report Update: A patron fell in the parking lot behind the Library on Saturday, January 26 after the Library closed. No staff witnessed it, as they were parked in the town hall's lot. He had surgery on his knee and will contact Town Hall or his insurance company with any concerns. The Board continues to be concerned with water freezing in the back parking lot, where a staff member also fell recently. The DPW has done additional sanding when we reach out to them.
- Meet & Greets: Jen has met many of the Town Hall staff. She is having one-on-one meetings with her Department Heads and will continue to do so with other staff. She will begin job shadowing and will hold weekly Department Head meetings on Mondays.
- Staffing Concerns: Jen is interested in filling the Head of Youth Services' and the Assistant Director's openings soon, as they are impacting services. The Youth Service' job description will include technology based programming skills and building school relationships. The Assistant Director's job description will include adult programming and community outreach. The AD also needs to be able to speak for the Library when Jen is not available. Jen is looking at other library job descriptions and also has a few people in mind. Russ will use the MBLC's salary data to compare Lynnfield to similar libraries, as current salaries may not be in the right range for hiring qualified individuals to provide the types of services we need now and in the future.

A part-time BiblioTemp will be starting soon to help Pam in the Children's Room.

Spring adult programming has been scheduled without staff coverage. Faith may be available to represent the Library at Stephen Puleo's "The Great Molasses Flood" on February 19. On February 28, Jen could set up the meeting house, but due to a previous commitment, cannot attend "Laura Ingalls Wilder in Song" that evening. Rich suggested that Lynnfield High School students could help out as part as their community service requirement. Russ suggested the Recreation Department may also be helpful. Nancy Ryan has volunteered to cover February BookLovers.

- Long Range Plan (LRP) Update: The last Long Range Plan ran from 2013-2017. Yearly Action Plans are allowed while we are on the waitlist. When we receive a construction grant, we are required to have an updated LRP. Work on a new plan should begin early in FY2020.
- Trustees Packet Timing: The Trustees' packet will be sent out the Friday before the monthly meeting, Monday at the latest.
- Meetings and Events Attended by the Director:
 - On February 6, Lauren Stara and Andrea Bunker, MBLC, will be meeting with Jen. It was suggested to tour the basement and the area under the Children's Room.
 - Jen had an orientation meeting at NOBLE on January 30.
 - On February 27, Jen will attend an event for new Rotary members.
 - Jen met with Greg Pronevitz this morning.

- Department Reports: In Circulation, the Teen CDs are being re-categorized as Popular and Rock, so adults may feel more comfortable in borrowing them. In Reference, our current BiblioTemp has picked up Jonathan's night and Saturday. Jen has noticed several stressors for staff and will be working with them to make adjustments while we are short staffed. She is happy the team gets along well, and has some suggestions for customer service priorities. Technical Services has ordered new computers. Youth Services is continuing to provide services, although limited without a department head.
- SRP T-shirts: The Friends are continuing their tradition of purchasing Summer Reading Program t-shirts for the staff and the Board of Selectmen. The Trustees and Friends' Board members have the option to purchase their own.
- Town Engineer: Charlie Richter is interested in attendance statistics for the septic design. He met with Jen and Kat Decker and felt we may need to only close for one day. We may be able to coordinate it with a staff training day.
- Police Call: Last Friday, the police were notified that there was a couple arguing with raised voices in the back parking lot.

A motion was made and seconded to accept the January 2019 Director's Report as rendered, subject to future amendments or corrections. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

NEW BUSINESS

- Amendment to December 24, 2018 Minutes: The following motion was made, seconded and passed.

A motion was made and seconded to amend the December 4, 2018 meeting minutes with the following: The Board of Selectmen closed Town Hall on December 24, 2018 rather than closing at noon as previously indicated. The intent of the Board of Trustees was to follow the lead of the Selectmen and subsequently, closed the Library for the entire day. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

- Lynnfield Public Library Foundation (LPLF): A donation was made that is eligible to be matched by GE. An online account needs to be set up for the LPLF to acknowledge it. Also, the check signatory may need to be changed.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:06 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

NEXT MEETING DATE

Tuesday, March 5, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary

February 27, 2019

Documents distributed:

- Agenda, February 5, 2019
- Draft of January 15, 2019
- Drafts of December 4, 2018, November 13, 2018 and November 19, 2018 Minutes
- Public Body Checklist for Creating and Approving Meeting Minutes
- Monthly Financial Summary for December 2018
- FY2018 State Aid Detail Report as of December 2018
- Library Statistics, FY2019 Third Quarter
- Director's Report, January 2019