

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

CALL TO ORDER

Meeting was called to order by Faith Honer-Coakley at 6:40 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, Janine Rodrigues-Saldanha, Jennifer Inglis, Director, and Patty Natile, Secretary. Vice-Chair informed the attendees that the meeting was being recorded.

EXECUTIVE SESSION

We will be going into Executive Session at the end of this meeting to discuss compensation regarding the upcoming Union negotiations.

APPROVAL OF MINUTES

A motion was made and seconded to accept the minutes of November 13, 2018, November 19, 2018, December 4, 2018 and February 5, 2019 subject to future amendments and corrections. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

FINANCIAL REPORTS

- Monthly Financial Summary: As of the end of January 2019, 54.4% of the FY2019 budget has been expended which is in line with the 59% projected amount through seven months. Jen plans on meeting with Julie McCarthy, Town Accountant, to discuss the possibility of transferring funds between line items.

A motion was made and seconded to accept the January 2019 Financial Summary as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

- State Aid Monthly Summary: As of January 2019, State Aid has a balance of \$39,337.12. The Trustees prefer to retain State Aid for future building project expenses. State Aid funds may be necessary for recruiting and/or additional salary funds for the new Head of Youth Services and/or the Assistant Director positions. LinkedIn was suggested for recruiting purposes.

A motion was made and seconded to accept the January 2019 State Aid Monthly Summary as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

DIRECTOR'S REPORT

- Department Heads: A question was raised as to why a department head provided details about their additional tasks. Jen will look into it.
- Accident Report Update: The insurance company is investigating the fall in the back parking lot. It was noted that the lot should be sanded/salted where the ice drips down on it.
- Library Statistics: Jen will update the Fall 2018 adult programming numbers. Youth programs and attendance are down this year without a Youth Department Head. Circulation statistics were higher in January 2019, as there were a number of snowstorms in January 2018.

- Town Meeting Notice: The town has a new format for all Meeting Notice Agendas.
- Staffing Shortages Update: The Youth Services position has been posted externally for two weeks. Two resumes were received, but did not meet the qualifications. The updated Assistant Director's position description now includes outreach and adult programming. The official title was changed to Assistant Director and Head of Adult Services. The AD position will be posted internally tomorrow and externally next week. John Toothaker was hired from BiblioTemps to assist Pam in the Children's Room.
- National Library Week: National Library Week is April 7 – 13. The Library will organize fun things for the patrons. The Trustees plan to provide bagels and flowers to acknowledge the staff.
- Lynnfield Annual Report: Goals suggested for the 2018 Annual Town Report included hiring a new Director, the Wonder Community Read, digitization of some oral history, Lynnfield 101 and summer reading.
- Meetings and Events Attended by the Director:
 - February 6: Lauren Stara and Andrea Bunker, MBLC
 - February 14: Legislative Breakfast in Reading
 - March 5: Library Legislative Day at the State House
- Upcoming Director's Meetings and Events:
 - March 7: Rotary Meeting
 - March 8: Curious about Cuisine Planning Meeting
 - March 11: Healthy Lynnfield Board Meeting
 - March 21: Town Strategic Planning Meeting-library building discussion
 - March 26: MLS Strategic Planning Meeting
- Healthy Lynnfield: Pat Kelly is working with Peg Sallade from Healthy Lynnfield to create an area in the Library with materials dedicated to those in recovery and their family members.
- Lions Club of Lynnfield: Jen will reach out to the Lion's Club to ask about a large print grant.
- Adult Programs: The following adult programs are scheduled: Curious about Cuisine, a Genealogy program, BookLovers, Ted Reinstein, and a Marie Kondo program. Jen has reached out to a Bob Ross authorized painter and is waiting for a response.
- FY2020 Capital Request: Rob Dolan, Town Administrator, contacted Jen to see if she was in support of the Library's FY2020 Capital Budget request. Jen supports the children's shelving request and will look into some price comparisons.
- Town Warrants: The deadline for submitting warrant articles is March 18.

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

NEW BUSINESS

- Legislative Agenda Meeting: Massachusetts communities are reaching out to their legislators asking them to support the latest construction project bond and also to increase the annual spending level to \$25 million. A Legislative Agenda Meeting will be held on the Library Mezzanine on Friday, March 8 at 9 am. Representative Brad Jones and Senator Brendan Crighton will attend along with Trustees and representatives from other invited stakeholders.
- April Trustees' Meeting: The April 2, 2019 meeting may be rescheduled to April 10 or 11. Jen will email the trustees to determine a date.
- May Trustees' Meeting: The May 7, 2019 meeting will be rescheduled to May 8, 2019.

A motion was made and seconded to reschedule the Tuesday, May 7, 2019 Trustees meeting to Wednesday, May 8, 2019 at 6:30 pm in the Library Green Room. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:31 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

NEXT MEETING DATE

Tuesday, April 2, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
March 26, 2019

Documents distributed:

- Agenda, March 5, 2019
- Draft of February 5, 2019 Minutes
- Drafts of December 4, 2018, November 13, 2018 and November 19, 2018 Minutes
- Monthly Financial Summary for January 2019
- FY2019 State Aid Detail Report as of January 2019
- Library Statistics, FY2019 Third Quarter
- Director's Report, December 2018
- Director's Report, February 2019
- Agenda – 3/8/19 Meeting Rep Brad Jones & Sen Brendan Crighton