

**Lynnfield Public Library
Minutes of the Board of Trustees
April 10, 2019**

CALL TO ORDER

Meeting was called to order by Faith Honer-Coakley at 6:45 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 Nutile, Secretary. 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 March 5, 2019 as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

FINANCIAL REPORTS

- Monthly Financial Summary: As of the end of February 2019, 61.2% of the FY2019 budget has been expended which is in line with the 67% projected amount through eight months. There are no large cash outlays at this point. Julie McCarthy, Town Accountant, requested we consider spending some of the funds from two of our inactive gift accounts: Local History & Genealogy and the Public Libraries Fund. Digitizing the Genealogy Collection is a good use of the genealogy funds. Jen will find out why Julie is making the request and if there are any expectations on use of the Public Library Funds. The Seminar/Registration line item will fund expenses for staff attending the MLA conference. Accommodation reimbursements will be researched.

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

- State Aid Monthly Summary: As of February 2019, State Aid has a balance of \$39,337.12.

DIRECTOR'S REPORT

- Important Dates:
 - April 6-12: Art in Bloom. Around 150 people attended the opening night reception.
 - April 9: National Library Workers Day. The staff appreciated the bagels and miniature rose bushes provided by the Trustees.
 - April 27: Massachusetts Library Trustees Institute.
 - May 3: Coffee hour with Senator Crighton at 9:30 am.
 - May 18: Friends Book Sale/Geraniumfest/Kids Fest.
 - May 20-23: Massachusetts Library Association (MLA) Conference.
- Library Statistics: Programming statistics will be down this year due to having two open positions.
- Staffing Shortages Update: Three candidates were interviewed for the Youth Services Department Head position. Jen is checking the first choice candidate's references and hopes to extend an offer at the end of the week. This candidate does have another higher offer. Jen will

Speak with Rob Dolan about the salary options. There were six candidates who applied for the Assistant Director's position. One was rejected and three or four will be interviewed.

- Annual Report: Trudy Reid supplied a template this year to create a more uniform Annual Report.
- Automatic Door: Equipment was installed last week to allow the front doors to open automatically for accessibility and convenience.
- MarketStreet May Programs: We will be holding Friday programs at MarketStreet during the month of May.
- Welcome Summer Read-In: We will be having a Read-In from dawn to dusk on June 20. Participants will sign up and weather permitting, it will be held outside.
- Continuing Education Event: Jen went to the High School to offer students library cards. Six high school students signed up and 20 adults renewed theirs. Jen will be attending the school librarians' June meeting. The possibility of having library card signups and a book group at the Senior Center was brought up.
- Sidewalk Signs: The sidewalk signs may not be keeping with the style of the building and are also in the way of planting flowers along the pathway. There may be another more appealing style that would fit better in the space. Recently, a patron attended a Saturday program after reading about it on the sidewalk sign that morning.

A motion was made and seconded to accept the March 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

- 2019-2020 Holiday Closings Draft: The dates for the two 2019-2020 Staff Trainings are to be determined. July 4, 2019 and a proposal for closing early on July 3rd, due to the expectation of not many patrons coming in that evening, will be added to the draft.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:43 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

EXECUTIVE SESSION/CALL TO ORDER

The Library Board of Trustees will meet in Executive Session pursuant to Massachusetts General Laws (M.G.L.) chapter 30A, sec. 21(a) for the following purposes and not to reconvene in Open Session:

Purpose (3): to discuss strategy with respect to and in preparation for collective bargaining with the Lynnfield Library Staff Association because an open discussion may have a detrimental effect on the bargaining position.

Executive Session was called to order on April 10, 2019 by Bob Calamari, Chair at 7:44 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 and Jennifer Inglis, Director.

NEXT MEETING DATE

Wednesday, May 8, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
April 25, 2019

Documents distributed:

- Agenda, April 10, 2019
- Draft of March 5, 2019 Minutes
- Monthly Financial Summary for February 2019
- FY2019 State Aid Detail Report as of February 2019
- Library Statistics, FY2019 Third Quarter
- Director's Report, March 2019
- 2018 Lynnfield Annual Town Report, Lynnfield Public Library
- Holiday Closings 2019-2020, draft