

**Lynnfield Public Library
Minutes of the Board of Trustees
July 16, 2019**

CALL TO ORDER

Meeting was called to order by Faith Honer-Coakley at 6:44 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, 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 June 4, 2019 as rendered, 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 May 2019, 85.3% of the FY2019 budget has been expended which is in line with the 92% projected amount through eleven months. We will be returning salary monies to the town at year end, due to two full time positions unfilled most of this year. Operating funds will be spent.
- State Aid Detail Report: There were no expenditures made with State Aid funds in May 2019. We will use State Aid funds to cover the year-end overage in our Operating expenses.

A motion was made and seconded to accept the May 2019 Financial Summary and State Aid Report as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

DIRECTOR'S REPORT

Library Statistics: The Wiggle Worms attendance at MarketStreet is helping our youth programming numbers. The adult programing statistics should increase in the fall, as Abby Porter has planned multiple programs. Jen will analyze the difference between the 2018 and 2019 June youth programming statistics. If the change is attributable to differences in the accounting of the statistics, we will add a footnote stating we are using a more standard library norm this year. The open Youth Services position may also be part of the change. A new statistics category, Outreach visits, may be added to the spreadsheet.

- Important Dates:
 - 7/1/19-8/15/19: ARIS Report
 - 8/5/19-10/4/19: Financial Report
 - 8/6/19: Trustees meeting
 - 9/20/19: FOLL Fall Book Sale
- Staff Kudos: Nicole Goolishian did a wonderful job preparing the staff to transition to the new Evergreen web-client. She created training documents and held a staff training session. She also upgraded our computers and was available to answer questions. Thanks to the Department Heads for ensuring our funds were spent appropriately at year end.

- Healthy Lynnfield PSA: Jen took part in a Public Service Announcement (PSA) for a new referral helpline. Eric Hamlin filmed it for viewing on Cable Access TV, various websites and social media.
- NOBLE Contract: Our NOBLE contract has been renewed.
- Recycling Committee Grant: The Recycling Committee is applying for a grant. They need to demonstrate that the town is reusing items instead of individuals purchasing them. The Library may collaborate by having a certain amount of items available to borrow, a “Library of Things”. Our hotspots would count. Other suggestions are board games, puzzles, nature back packs and travel adapters. Jen would prefer the items connect to something, for instance, travel books and travel adapters. Space issues need to be considered.
- Weeding: Multiple copies of popular titles are purchased based on demand and are weeded after the waiting list subsides.
- Theft: Occasionally, patrons leave without checking out items, which they usually return. The new Series DVDs will be put into security cases to prevent theft.
- Difficult Patrons: There has been an increase in difficult patrons. Some patrons refuse to show their library cards. Abusive comments have been made to the staff. Kat Decker will record the incidences. Jen will present the data and offer her thoughts and recommendations to the trustees. The trustees are supportive of the staff.
- Panic Buttons: Chief Breen said that the police department does not have the resources to hardwire panic buttons to the police station. It would be handled by an alarm company. Their preference is for us to call the police first, if possible. Jen will continue to look into this.
- Staff Development Day: The June 7 Staff Development Day was successful. Peg Sallade, from A Healthy Lynnfield, gave a presentation on health issues in Lynnfield.
- Staff and Union Negotiations:
 - The union negotiations are still ongoing, but we are very close.
 - Seven interviews were held last week for the Youth Services position. Three of the applicants will be having a second interview at the end of July. Two of them are working on their Masters of Library Science (MLS). We hope to hire by September.
 - Abby, our Assistant Director, is doing a great job. She will be invited to attend the August 6 trustees meeting.
- DPW:
 - The bathrooms have been updated.
 - We are still waiting for the third bid on the Palladium window to start the procurement process. Multiple companies have looked at the window, but did not bid on the job. The expected replacement cost is \$30,000 - \$35,000. It is a big risk leaving the window in such poor condition.
 - It may be necessary to meet with John Tomasz, DPW Director, and Rob Dolan, Town Administrator to move the new septic system forward.

- The fire panels were to be updated to work more efficiently, but the cost is more than what was originally thought.
- Construction Project: We have moved up to number twelve on the waiting list. The requested increase in the annual spending level to \$25 million did not pass, and only one year of funding was released, which is a change from the past, when five years at a time were announced.
- Programming:
 - The Daylight Reading Time was fun and will be held again next year.
 - Sixty attended the Summer Reading Program (SRP) kick-off.
 - The first Dark & Stormy Discussion Group was small but successful.
 - Abby scheduled her first program for tonight and has planned one per month, along with various self-directed arts and crafts programs.
- Community Connections/Partnerships:
 - Jen and Abby went to the Senior Center to help out with the Rotary's Ice Cream Social. Abby made plans to collaborate with Linda Naccara, Senior Center Director.
 - Jen will be meeting with the Lynnfield Moms at the end of August or early in September.
- Departmental Highlights:
 - Almost 200 books were added from the schools' summer reading lists.
 - Reference assisted a patron who was researching CDB (cannabidiol).
 - A nice note was received from a patron who got hooked on 'Tarton Noir', dark Scottish mysteries, due to a staff pick.
 - Fifty-two new cards were registered to patrons.
 - We will be working on a process to make the end of fiscal year run smoother utilizing Evergreen and Munis.

A motion was made and seconded to accept the June 2019 Director's Report as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

OLD BUSINESS

- Election of Board Officers: The election of the Board of Trustees Officers was held.

A motion was made and seconded to nominate Robert Calamari as Chair and Faith Honer-Coakley as Vice-Chair. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

NEW BUSINESS

- FY20 Board of Trustees Meeting Schedule: The FY20 Board of Trustees Meeting Schedule will be distributed and voted on in August.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:07 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

NEXT MEETING DATE

Tuesday, August 6, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
August 2, 2019

Documents distributed:

- Agenda, July 16, 2019
- Draft of June 4, 2019 Minutes
- Monthly Financial Summary for May 2019
- FY2019 State Aid Detail Report as of May 2019
- Library Statistics, Fourth Quarter FY2019
- Director's Report, June 2019