

**Lynnfield Public Library
Minutes of the Board of Trustees
August 6, 2019**

CALL TO ORDER

Meeting was called to order by Bob Calamari at 6:43 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, Patty Nutile, Secretary and Abby Porter, Assistant Director. Janine Rodrigues-Saldanha was absent. Chair informed the attendees that the meeting was being recorded.

APPROVAL OF MINUTES

Panic Buttons: Because the Library is the most heavily trafficked public building, we would like to install panic buttons that are directly hardwired to the police department, not an independent alarm company, to keep the patrons and staff safe. Jen is researching it.

A motion was made and seconded to accept the minutes of July 16, 2019 as rendered. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

FINANCIAL REPORTS

- Monthly Financial Summary: As of June 30, 2019, we will be returning \$41,676 of salary monies, due to two full time positions unfilled most of FY19. Operating funds were spent.
- State Aid Detail Report: We will use \$254.34 of State Aid funds to cover the year-end overage in our Operating expenses. The Public Library Association conference is being held this year. It may be necessary to use some State Aid funds for those attending. There will be a State Aid expense of around \$300 for the Lynnfield Public Library Foundation Attorney's fee.

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

DIRECTOR'S REPORT

- Important Dates:
 - 8/12/19: A Healthy Lynnfield Board Meeting. The Trustees were invited.
 - 8/15/19: ARIS Report closes
 - 8/19-8/26: Jen's vacation
 - 9/20/19: FOLL Fall Book Sale
 - A date will be set for the BOT/FOLL Board Potluck Dinner. Faith will coordinate via email.
 - 10/4/19: Financial Report closes
- Staff Kudos: Megan Doyle completed her Professional Field Experience with the San Francisco Public Library Jail and Reentry Services Department. She answered reference questions via mail.
- Staff and Union Negotiations:

- Lauren Fox, our first choice candidate, began on August 2 as the Head of Youth Services. She is half way through her MLS program.
 - Our two BiblioTemp contracts were extended to the end of August. Jen will check to see if we may use the returned FY19 salary funds to pay the temps, provided the obligation was made in FY19.
 - Union negotiations are at the same point as last month, as there has not been a meeting this month.
- Building:
 - Septic System: Our parking lot was closed August 6 for preliminary septic system work. Odors were reported at the Concert on the Commons last week. The new septic system is for the Library and the Meeting House. Work will begin on the South Common street side of the Commons the week of September 23. Steve Todisco is involved in the site, including building a gazebo. If the Library is closed several days during construction, we may set up a pop-up library at town hall.
 - Palladium Window: The DPW has quotes for the fabrication of the window, but is having trouble finding an installer. Jen will reach out to Rob Dolan to get an update.
- Police: Sargent Trapasso will meet with staff, prior to opening one morning in September, to discuss angry patrons, when we should call the police and de-escalation techniques.
- Programming:
 - There will be a party to introduce Lauren at one of the Summer Reading Programs.
 - Abby's first program on UFOs had thirty attendees.
- Patron Donation: A patron contacted Jen asking her to come to Brooksby Village to look at a magnifying piece of equipment that she wanted to donate. Jen couldn't help the patron because of the size of the device.
- Library Statistics: Jen reviewed the Youth Services statistics. Using a one quarter sample, she found the discrepancy between 2018 and 2019 was due to counting afterschool activities as programs along with two well attended programs that did not take place this year. The open position also contributed. She will use the standard narrower parameters when reporting to the state.
- Jen's Draft Goals: Jen proposed some goals around staffing, the building project, relationship with the schools and/or other outreach and partnerships, promoting library services and collections and reviving the Strategic Plan. It was suggested that Jen first look at the old Strategic Plan.

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

OLD BUSINESS

- FY20 Board of Trustees Meeting Schedule: The October meeting date was updated to October 8 on the FY20 Board of Trustees Meeting Schedule.

A motion was made and seconded to accept the FY20 Board of Trustees Meeting Schedule with the October 8 amendment. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:38 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

NEXT MEETING DATE

Tuesday, September 3, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
August 8, 2019

Documents distributed:

- Agenda, August 6, 2019
- Draft of July 16, 2019 Minutes
- Monthly Financial Summary for June 2019
- FY2019 State Aid Detail Report as of June 2019
- Library Statistics, Fourth Quarter FY2019
- Director's Report, July 2019
- Board of Library Trustees Meetings, 2019-2020 draft