

**Lynnfield Public Library
Minutes of the Board of Trustees
September 11, 2019**

CALL TO ORDER

Meeting was called to order by Bob Calamari at 7:05 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 Nutile, Secretary. Janine Rodrigues-Saldanha was absent. Chair informed the attendees that the meeting was being recorded.

APPROVAL OF MINUTES

A motion was made and seconded to accept the minutes of August 6, 2019 as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

FINANCIAL REPORTS

- Monthly Financial Summary: Jen will look into the FY20 materials appropriations. Staff that are taking classes this fiscal year may apply for Tuition Reimbursement funds. Seminar and Registration fund conferences and workshops. Nicole has a computer replacement plan in place for the Computers & Accessories line item. We are considering letting the Chromebooks circulate. The number of patrons who request to use a fax machine will be tracked.
- State Aid Detail Report: There were no expenditures made with State Aid funds in July 2019.

A motion was made and seconded to accept the July 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:
 - 9/20- 9/21/19: FOLL Fall Book Sale: Friday for members only
 - 9/22/19: A Night of Hope, a Walk for Recovery Month
 - 9/23/19: Septic Project
 - 10/3 or 10/8/19: BOT/FOLL Board Potluck Dinner.
 - 10/4/19: Financial Report closes
 - 10/21/19: Fall Town Meeting. Funds will be transferred from our salary line item to cover the BiblioTemps. We cannot use the FY19 salary funds we returned to the town.
- Staff Kudos: Jen appreciated the staff providing the statistics she requested to complete the ARIS.
- Staff and Union Negotiations:
 - Jen is grateful that the Trustees and Town allowed us to use temporary help while we were short-staffed. Both contracts have concluded and the BiblioTemps, Barbara and John, will be joining the staff as substitutes.
 - Union negotiations are nearly complete.

- Building:
 - Septic System: DPW is working with the contractor to determine their six week schedule, that will begin on or after September 23. The parking lot behind the Library will be closed for a few days. We may have to close the Library if we are without bathrooms for a length of time. Renting handicapped portable toilets may allow us to stay open. It may be possible to set up a pop-up library at town hall. A hatch will be installed in the Genealogy Room to allow access to a portion of the system. This should take one day. Connecting the Library to the system will be done last. Pat and Abby will be updating Jen when she is out 9/26-10/1. A substitute plan will be in place. The public will be notified, possibly through the Town's RoboCall system.
 - Carpet: Sections of the carpet were replaced with carpet squares. Jen will ask the DPW if extra squares were purchased.
 - Palladium Window: Before they begin the project, the manufacturer and installer need to look at how the Palladium Window is framed. This has not been scheduled yet.
- Programming:
 - Abby has planned Adult Programming through December. Updating the online calendar causes the website to crash. Our website may need to be replaced.
 - Kat, Abby and Lauren determined which areas of public relations they will be responsible for. Kat thanked the subs for helping out during staff vacations.
 - Lauren Fox is settling into the Youth Department nicely. She enjoys working with teens and held a middle school brainstorming session. She is collaborating with Abby on a series of parenting programs.
 - Patrons may sign up for One on One Technology Help to get tech help. Nicole and Abby will be teaching these sessions.
 - Pat reported that reference was able to locate an obscure and out of print book on mango cultivation for a patron. A scanned copy was located on the Internet Archive.
 - Nicole was successful in following Verizon's process of adding caller id to our phones. The next step is to work with our phone vendor to set up the phones.

Spreading the word that the Library is capable of getting materials from many different places, near and far, may be accomplished through the Lynnfield Community Group, other social media and/or a conversational piece in the local newspaper.

- ARIS: Ancestry.com changed how they computed their usage statistics, making our numbers look lower this year. Jen noted it on the ARIS. Total attendance for in-library visits was up 6,000. The number of registered borrowers was lower by 2,000. NOBLE does purge older accounts and Lynnfield residents may have a card from another town.
- Library Statistics: Jen would like to have more patrons sign up for library cards. Off-site library card sign-ups will help. One may be held at the September book sale.
- Jen's Draft Goals: Jen will revise her performance plan and email it to Bob.
- Strategic Plan: Jen will provide the current Strategic Plan to the Trustees. The Plan needs to be completed before we start the new building and will be good for five years. We will continue to

update the Action Plan. While on the waitlist, we cannot apply for LSTA Grants.

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

NEW BUSINESS

- November 2019 Board of Trustees Meeting: The November meeting date was rescheduled to November 12.
- National Friends of Library Week: National Friends of Library week is October 20 - October 26. Jen will think of some way the Trustees could honor the Friends at the Potluck Dinner.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:35 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

NEXT MEETING DATE

Thursday, October 3, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
September 18, 2019

Documents distributed:

- Agenda, September 11, 2019
- Draft of August 6, 2019 Minutes
- Monthly Financial Summary for July 2019
- FY2020 State Aid Detail Report as of July 2019
- Library Statistics, First Quarter FY2020
- Director's Report, August 2019