

**Lynnfield Public Library  
Minutes of the Board of Trustees  
November 12, 2019**

**CALL TO ORDER**

- Meeting was called to order by Bob Calamari, Chair, at 6:47 pm. Roll call was taken. Present were Faith Honer-Coakley, Vice-Chair, Richard Mazzola, Jennifer Inglis, Director and Russ Boekenkroeger. Janine Saldanha-Rodriques was absent as was Patricia Nutile. Chair informed the attendees that the meeting was being recorded.

**APPROVAL OF MINUTES**

A motion was made and seconded to approve the minutes of October 3, 2019 as rendered, subject to future amendment and correction. The vote was unanimous. Motion passed (Russ Boekenkroeger/Faith Honer-Coakley).

**COMMUNICATIONS:**

- Robert Calamari thanked Russ Boekenkroeger for his efforts in sending letters of support and reaching out to state legislators emphasizing the importance of an amendment proposed by the MBLC to increase the bond amount for the Library Building and Construction Grant Program.
- Jen Inglis explained what she had learned about steps being taken at the Winchester Library where security cameras and metal detectors are being installed as a result of after action decision-making taken to improve safety for patrons and staff. We discussed need for Lynnfield to understand best configuration of technology and procedures for the Lynnfield Library.
- Jen Inglis described confusion around responsibility for ordering Children's Room furniture provided for in FY 20 budget. Jen will be organizing ordering process shortly.
- Process is initiating for FY21 Capital Planning. Surveillance and safety considerations will be at the top of the list along with table for the Youth area.

**FINANCIAL REPORT**

- Entry in to Munis will be begun by Jen Inglis and Julie McCarthy.

A motion was made and seconded to accept the Monthly Financial Summary and the State Aid Detail Report for the month of October 2019 as presented. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honor-Coakley).

**DIRECTOR'S REPORT**

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

**OLD BUSINESS****ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 8:13 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**NEXT MEETING DATE**

Tuesday, December 5, 2019 at 6:30 pm

Respectfully submitted by Russ Boekenkroeger for Patty Nutile, Board Secretary  
January 6, 2020

**Documents distributed:**

- Agenda, November 12, 2019
- Monthly Financial Summary for September 2019
- FY2020 State Aid Detail Report as of September 2019
- Director's Report, September 2019
- Library Statistics, Second Quarter FY2020