

**Lynnfield Public Library  
Minutes of the Board of Trustees  
October 2, 2017**

**CALL TO ORDER**

- Meeting was called to order by Faith Honer-Coakley at 6:39 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, Holly Mercer, 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 the September 12, 2017 meeting as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

**FINANCIAL REPORTS**

- Monthly Financial Summary: The August 2017 Financial Summary indicates expenditures are on budget. Holly Mercer has reminded the DPW about their responsibility to install the telephone in the elevator and repair the emergency exit door, which are in our capital budget. Rich Mazzola will bring them to the attention of Jim Boudreau, as they are safety issues and should be expedited.

A motion was made and seconded to accept the August 2017 Financial Summary as rendered. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

- State Aid: The August 2017 State Aid 2017 Report was distributed. The \$20,465 balance will be the same in September, due to no expenditures next month.
- FY18 State Aid Financial Report and Compliance Form: The report has been completed and will be submitted to the State once it is signed by the Trustees.

**DIRECTOR'S REPORT**

- Additional Upcoming Dates: The MBLC Design Review meeting will be held in Framingham on November 14. Town meeting will begin at 7:00 on October 16. The FOLL/BOT Potluck is on November 15 at the Meeting House.
- Library Facility: In August 2018, three temperature/relative humidity data loggers will be installed by the MBLC Preservation office for five months. A report will be generated.
- Library Services and Programs:
  - The Lynnfield Cultural Council and the Lynnfield for Love groups will be holding a Lynnfield Multicultural Celebration on October 14. We will bring our cultural backpacks to the event and the Library will be one of the places distributing their coloring pages. A suggestion was made to print stickers with "Booking a Vision with the Lynnfield Library" that may be placed on items we give out at events.

- Trunk or Treat is being organized by the Lynnfield Mom’s Group on October 22. The Library will be participating.
  - Lynnfield 101 has been moved to the spring to coordinate with Wakefield’s 101 program and to allow enough time for a new Chamber of Commerce Director to be in place.
  - Fiction Express will be adding large print to its service. A few reference items will be moved from the Reading Room and some shelving will be rearranged to create additional space for the large print collection.
  - Attendance at Pokemon Go! is slightly down. We are watching for the next big trend.
  - We are working on our App for the Library website.
  - The Banned Books display in the lobby is attracting attention. Sam Cabral and Megan Doyle attended a Banned Books webinar.
- Library Community Outreach: We would like to reach out to seniors via the Senior Center with an informational presentation about the Library Building Project. We are also interested in providing some of our services there. The Lynnfield Villager articles will continue, possibly with “The Day in the Life of Youth Services” and other departments.
  - Open Meeting Law Regulations: One of the changes to the Open Meeting Laws, effective October 6, is that agendas may be posted on the town’s website, and not required to be on bulletin boards.
  - Library Donations: Memorial donations in honor of Miriam Simmons will be made to assist in the beautification of the Library landscaping through the Flower Workshop.
  - Massachusetts Office of Campaign and Political Finance (OCPF): A flyer with information from the OCPF about the dos and don’ts, primarily on ballot votes, was distributed.
  - FY18 Statistics: Overall, September FY18 statistics were slightly down from September FY17, but higher than September FY16.
  - Town Meeting Warrants: Article 5 pertains to revising the Town’s Personnel Bylaws, which affect the Town Department Heads. The board will read over the bylaws, in preparation for town meeting. Article 13 concerns allowing the American Legion to purchase the old Library branch building owned by the town.

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

#### **NEW BUSINESS:**

- FY19 Operating and Personnel Budget Draft: The proposed budget deadline will most likely be the Budget Summit date, early in December. A 2.5% increase in salaries, per union contract, is accounted for. Also, a part-time Library Assistant for Youth Services is budgeted for again this year. Increases in Operating Expenses include known and anticipated rising costs and that the materials budget meets the MER.
- FY19 Capital Draft Safety Budget: The following safety items were discussed for the FY19 Capital Draft Budget: purchase new computer tables without cords to cause tripping hazards, replace

cracked and uneven sidewalks on Arlington Street and Summer Street, add extra outdoor lighting for crosswalks and purchase automatic doors at the entrance.

- New Building Operating Costs and Policies: We should be thinking about operating costs and new policies for the new building. There will be some efficiency built in, such as, self-pickup holds, better sight lines and a green building.

#### **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 8:43 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

#### **NEXT MEETING DATE**

Tuesday, November 7, 2017 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary  
October 10, 2017

#### **Documents distributed:**

- Agenda October 2, 2017
- Draft of September 12, 2017 Minutes
- Monthly Financial Summary for August 2017
- FY2018 State Aid Detail Report as of August 2017
- Director's Report, September 2017
- Open Meeting Law Guide, Commonwealth of Massachusetts, Office of Attorney General Maura Healey, October 2017
- Campaign Finance Guide: Public Employees, Public Buildings & Public Resources, OCPF, Massachusetts Office of Campaign and Political Finance
- Library Statistics, FY2018 First Quarter
- Lynnfield Town Warrant, Town Meeting October 16, 2017
- FY2019 Budget Draft, September 29, 2017
- NOBLE FY2019 Library Assessments
- Here's What's Happening at the Lynnfield Public Library in October 2017