

**Lynnfield Public Library
Minutes of the Board of Trustees
December 5, 2019**

CALL TO ORDER

Meeting was called to order by Bob Calamari at 6:38 pm at the Lynnfield Public Library, Mezzanine. 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 Recycling Committee members: Patricia Fabbri, Jane Bandini and Marlene Connelly. Chair informed the attendees that the meeting was being recorded.

PUBLIC COMMENT

- Members of the Lynnfield Recycling Committee attended to discuss collaborating with the Library to offer a Library of Things. A Library of Things is single use items that are part of the Library's collection and circulate, benefiting both recycling and the Library. Thirty percent of their survey respondents expressed an interest. The Recycling Committee receives grant monies from the Mass DEP. These grants are given on a point system based on how many different recycling options the town offers. Items do not have to be on shelves. The Danvers library has a 6' x 6' pegboard to hang their items, along with a cart. We could keep our items on the small side, for instance, a stud finder. There is a thirty-item threshold. We currently have items that qualify. A replacement fee will be charged for damaged items. The Committee will offer ideas for items they feel would be useful to the community, along with some that coordinate with Library programs. Jen suggested the Library might be able to have an online trading program.

The Trustees were concerned with liability and storage needs. They will discuss it and see how they could make it feasible. Questions should be addressed to John Tomasz, DPW Director, as he is in charge of the committee.

APPROVAL OF MINUTES

Minutes of the November 12, 2019 meeting were tabled.

COMMUNICATION:

- A Library of Things: Forming a partnership with the Recycling Committee would benefit the Library and the environment. The Committee should investigate the liability issue with the state, town hall and other libraries.
- Bruce Siegel, Veterans Agent: Bruce requested that the Library install an American Flag on the outside of our building. Jen will request a photo showing the type of flag he is thinking of, as certain flags require specific protocols.

FINANCIAL REPORTS

- Monthly Financial Summary: With the ratification of the Union Contract, retroactive pay will be computed from July 2019 and given to the staff this month. The Trustees requested copies of the Union Contract.

- State Aid Detail Report: If there are not enough funds in the Capital Account for children's furniture, the town could be responsible for the cost variance.

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

DIRECTOR'S REPORT

- Tree Lighting: The Tree Lighting will be held in the lower Town Hall parking lot due to the snow and the condition of the Common from the septic project. The Town is requesting we close at 2:00 pm on Saturday to leave the Library lot available for attendees.

A motion was made and seconded to close the Library at 2:00 pm this Saturday, December 7, 2019 to accommodate the Town Tree Lighting Ceremony. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

- Building:
 - Snowy Sidewalks: There were concerns about the snowy sidewalks in front of the Library. It is difficult to unload children and items safely from cars. DPW was contacted and asked to clear more of the area.
 - Rats: Traps have been set in the crawl space under the Library to catch rats seen in the building. An exterminator may be called.
 - Palladium Window: Scaffolding will be built inside and outside the building around the Palladium window. The installation will take a few days and will dependent on the weather. Signs will be posted to inform patrons that we may be closed for a few days and suggest that they call before they visit.
- FY2021 Operating Budget: The FY21 Operating Budget is due on December 20. The budget is to be level-funded, except for contractual obligations. The Trustees will meet on Wednesday, December 18 at 6:00 pm to review and approve the budget.
- Finance Committee: Jen will be giving Chris Caprio, our FinCom liaison, a tour of the Library.
- Staff Kudos: Congratulations to Pat for the presentation she made at the Libraries Respond to the Opioid Epidemic Seminar. She spoke about our Recovery Collection and our collaboration with A Healthy Lynnfield. Abby assisted with the technical side. Also, thanks to the Department Heads for writing columns for the Lynnfield Villager.
- Staff and Union Negotiations:
 - The Union contract has been ratified and approved. Jen will get the necessary changes incorporated into the FY20 budget submission.
 - Jen is reviewing the job description for the Circulation Assistant position. She agreed to update all job descriptions during the union negotiations.
- Budget Summit: The Budget Summit went well.

- FY20 Capital Budget Request: Two capital items were requested: a table and seating for the teens (\$2,500) and a new microfilm scanner/printer (\$10,000) to replace the old one.
- Long Range Plan: Jen submitted an updated Action Plan to the MBLC.
- Lynda.com: Lynda.com, an online database from LinkedIn, will not be renewed this year. Users will be required to become LinkedIn members to log in and their privacy is not guaranteed. We are looking for a replacement database.
- Departmental Highlights: Abby is updating the Library's Calendar. Youth Services afternoon tweens/teens events are not as well attended when they are held on early release days. Lauren will keep this in mind for the future. The Tween Advisory Board chose the table and seating for the capital request. NOBLE has an app that is available to staff and will go live in January. Windows 7's end of life is on January 14. Nicole is working on the transition from Windows 7 to 10. Circulation subs are filling the hours of our open Circulation Assistant.

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

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:02 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

NEXT MEETING DATE

Tuesday, January 7, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
December 27, 2019

Documents distributed:

- Agenda, December 5, 2019
- Tool Library/Library of Things Items
- Monthly Financial Summary for October 2019
- FY2020 State Aid Detail Report as of October 2019
- Director's Report, November 2019
- Ignite Sessions, #MassLibrariesRespond
- Library Statistics, Second Quarter FY2020