

**Lynnfield Public Library
Minutes of the Board of Trustees
December 18, 2019**

CALL TO ORDER

Meeting was called to order by Bob Calamari at 7:02 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. Chair informed the attendees that the meeting was being recorded.

RECOMMENDED FY2021 OPERATING BUDGET:

- **FY2021 Salaries:** Salaries are contractual. This is the last year that longevity will be given; it has been built into the new step calculations. Included in the salaries budget are two step increases for Lauren Fox, the first for her anniversary step increase and the second for when she receives her MLS degree.
- **Part-Time Children's Librarian Position:** Due to the need for coverage in the Children's Room on nights and Saturdays, an additional part-time Children's Librarian position is proposed. Three options follow:
 - A 23 hour position, four nights and Saturdays, is in the draft at \$27,042.
 - The 23 hours split into 2 positions, each one 8 hours weekly and alternating 7 Saturday hours.
 - A 19 hour position to cover 3 nights and Saturdays, along with Lauren working her night in the Children's Room with a sub on the reference desk.

As the 23 hour position would require benefits and come at a higher cost to the town, the Trustees approved including the 19 hour per week Children's Librarian position in the FY2021 Salaries.

- **Library Expenses:** With the exception of contractual expenses and material increases to meet the MER, most of the Library expenses were level funded. Fifteen hundred dollars of Seminar & Registration is restricted for union staff members. Jen is checking with Julie to see if it should be set up under its own line item. A new policy allows a percentage of the technology budget spent on direct patron use to be counted towards the MER.
- **Other Documents:** The Mission Statement, Org Chart, FY20 Initiatives and Accomplishments and Significant Budget Changes or Initiatives (FY21) were distributed.
- **Finance Committee Meeting:** The Finance Committee is meeting on Monday, January 27, 2019.

A motion was made and seconded to authorize Jen Inglis to submit the final version of the FY2021 Operating Budget with the revision of the 23 hour part-time position to a 19 hour part-time position and any of the related contractual increases related to that. The vote was unanimous. Motion passed. (Russ Boekenkroeger/ Faith Honer-Coakley)

TOWN HALL HOLIDAY CLOSINGS

- Christmas Eve and New Year's Eve Closings: Town Hall is closing at noon on Christmas Eve and New Year's Eve.

A motion was made and seconded to authorize Jen Inglis to close the Library at noon on December 24, 2019 and December 31, 2019, consistent with the Town Hall schedule. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:34 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
- FY2021 Operating Budget – Internal
- Lynnfield Public Library Mission Statement
- Lynnfield Public Library Organizational Chart
- FY20 Initiatives and Accomplishments
- Significant Budget Changes or Initiatives (FY21)