

Lynnfield Public Library
Minutes of the Board of Trustees
January 7, 2020

CALL TO ORDER

Meeting was called to order by Bob Calamari at 6:53 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.

APPROVAL OF MINUTES

A motion was made and seconded to accept the minutes of November 12, 2019, December 5, 2019 and December 18, 2019 as rendered. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

FINANCIAL REPORTS

- Monthly Financial Summary: The installation of the people counter for the Children's Room will cost around \$2,000. Instead of purchasing two sides of mobile shelving for a u-shaped area in the Children's Room, we would like to complete it and purchase a third side using the FY20 Capital Funds allocated and the FY19 Capital Funds earmarked for adult computer tables. Jen will discuss it with Julie. Nicole has something in mind to make the wires under the computer tables safer.

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

DIRECTOR'S REPORT

- Upcoming Date: On January 9, 2020, Jen is meeting with FinCom members Chris Caprio, Dave Morales and Reilley Bayler to discuss the Library's budget and give them a tour. Jen will explain our \$22,399 request for an additional 19-hour position to staff the Children's Room on evenings and Saturdays. During the tour, she will point out various problem areas in the building, including the rodent problem, the basement crawl space and the dangers of getting in and out of a car parked in front of the building and in traveling back and forth from the parking lot.
- Staff Kudos: Shay Wainwright, Friends' Co-President, complimented the energy and enthusiasm around the programs we are offering.
- Budgeting: The FY21 Budget was submitted.
- Building: The Palladium Window was installed and looks beautiful. Jen will verify with the DPW that the final cost was \$40,000. A thank you card will be sent.
- December 2019 Library Closures:
 - Weather related closings:
 - Monday, December 2 closed at 4 pm

- Tuesday, December 3 opened at 1 pm
 - Tuesday, December 17 closed at 2 pm
- Town event related closing:
 - Saturday, December 7 closed at 2 pm for tree lighting ceremonies
- Palladian window related closings:
 - Thursday, December 12 closed at 1:30 am
 - Monday, December 16 closed at noon
- Holiday closings:
 - Tuesday, December 24 closed at noon
 - Wednesday, December 25 closed
 - Tuesday, December 31 closed at 12:30
- Departmental Highlights: Survey results for adult and youth programming are coming in. Several adult responses showed that people are not aware of our current program offerings. Not many youth responses have come in. We are hosting three art exhibits. The Friends' book cart was returned to its spot by the door. Scheduling is still a problem with so many staff being out. Once the budget presentations are over, Jen will work on the position description for the Circulation Assistant position.
- Statistics: MBLC is adding databases that will serve as a replacement for Lynda.com, so we do not need to purchase any separately. Forced closure dates, along with the hours we closed, will be added to our report to explain the distortion in our December 2019 statistics.
- State Aid Certification: We received certification from the state and our first State Aid payment of \$8,454.44 should arrive soon.

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

NEW BUSINESS

- Interim Trustee: The Trustees will recommend Andrew Kenneally as interim trustee to the Board of Selectmen at their January 14 joint meeting.

A motion was made and seconded to nominate Andrew Kenneally, as their interim trustee candidate to fulfill Janine Rodrigues-Saldanha's term, to the Board of Selectmen on January 14 at their joint meeting. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

- Borrower Identification Policy: Some negative interactions occur when staff asks patrons for identification. Jen will create a policy, consistent with NOBLE's, and get the trustees' approval. There will be a grace period for patrons to become familiar with it, before we enforce it.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:52 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

NEXT MEETING DATE

Tuesday, February 4, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
February 3, 2020

Documents distributed:

- Agenda, January 7, 2020
- Drafts of November 12, 2019, December 5, 2019 and December 18, 2019 Minutes
- Monthly Financial Summary for November 2019
- FY2020 State Aid Detail Report as of November 2019
- Director's Report, December 2019
- Library Statistics, Second Quarter FY2020