

Lynnfield Public Library
Minutes of the Board of Trustees
July 14, 2020

CALL TO ORDER

The virtual meeting was called to order by Bob Calamari at 6:36 pm via conference call pursuant to Gov. Baker's new public meeting guidelines. Roll call was taken. Present were Bob Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Andrew Kenneally, Rich Mazzola, Jennifer Inglis, Director, Patty Nutile, Secretary and guest, Jonna Casey. Chair informed the attendees that the meeting was being recorded.

APPROVAL OF MINUTES

A motion was made by Russ Boekenkroeger and seconded by Faith Honer-Coakley to accept the minutes of June 2, 2020 as rendered. The motion passed by a unanimous 5-0 margin. (Robert Calamari, Faith Honer-Coakley, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally)

FOUNDATION

- Joyce Calogero and Harry Gilliam are interested in becoming Directors of the Lynnfield Public Library Foundation. Janine Saldanha will continue as a director. A meeting will be scheduled in August or early September to appoint them.

FINANCIAL REPORTS

- Monthly Financial Summary: We have expensed around \$20,000 for COVID related purchases. The Cares Act funds will run through December. We are considering purchases for the future months, including laptop lending stations and touchless items.
- State Aid Report: Due to the economic climate, State Aid for FY21 may be much lower than what we have received in the past.

A motion was made by Richard Mazzola and seconded by Russ Boekenkroeger to accept the May 2020 Financial Report as rendered. The motion passed by a unanimous 5-0 margin. (Robert Calamari, Faith Honer-Coakley, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally)

DIRECTOR'S REPORT

- Important Upcoming Dates: The deadline for the ARIS Report has been extended to October 3. The report must be sent electronically this year. Jen is taking a week off in August for vacation.
- Staff Kudos: Jen acknowledged that all of the staff has been working very hard.
- Building Project: The state will not be funding grants in FY21.
- MBLC: Roland Ochsenbein, Chair of the Massachusetts Board of Library Commissioners, is retiring.
- Collaboration: Jen is working with Linda Naccara from the Senior Center. The Senior Center will use its van to pick up books and deliver them to seniors. Healthy Lynnfield will be helping with

our Community Read in the fall. A suggestion was made to include Tapping EFT in the Community Read program.

- Staffing: Barbara Kampas has been hired as a permanent staff member in the Reference Department. Allison Gallagher has resigned and is moving to Arizona.
- Sidewalk Service: Our Sidewalk Service is booming and we will be increasing our hours in the next month. It is labor intensive, but proving worthwhile. We will be adding online registration.
- Statistics: We answered 1,000 phone calls in June for Sidewalk Service. June's normal Circulation statistics in 2017 were 8,200, in 2018: 7,900, in 2019: 7,600 and in 2020: 1,085. Our June Digital statistics were under 1,000 in 2017, 1,600 in 2018, 1,900 in 2019 and 3,700 in 2020. The annual statistics through year-end will be ready for the next meeting.
- Summer Reading Programming (SRP): SRP started last week. Most of the SRP will be held online this year. We plan to have craft kits available at Sidewalk Service.

A motion was made by Russ Boekenkroeger and seconded by Faith Honer-Coakley to accept the June 2020 Director's Report as rendered. The motion passed by a unanimous 5-0 margin. (Robert Calamari, Faith Honer-Coakley, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally)

NEW BUSINESS

- Holiday Closings: The July 3, 2020 through July 3, 2021 Holiday Closings draft will be presented and voted on at the August meeting.

OLD BUSINESS

- Lynnfield Public Library Reopening Plans: June 29, 2020, Draft Three, with edits: The updates in this draft include a link to the state's sector specific guidance and information about quarantining items, the state wide delivery service, what appointments will look like along with a tentative schedule, patron's responsibilities while in the library, including using hand sanitizer and wearing a mask, COVID Policies, and a gradual reopening to 64 hours a week when the Governor removes restrictions and we are fully staffed. A general discussion around the proposed reopening plan ensued. Permission for email approval of the plan with the revisions discussed tonight was voted on. See vote below.

A motion was made by Russ Boekenkroeger and seconded by Andrew Kenneally to permit email approval of the Phase Three Reopening Plan to Jen Inglis, and a copy to Bob Calamari, pursuant to the revisions made at the July 14, 2020 Trustees meeting, by noon on Friday, July 17, 2020, to allow Jen to submit the plan on Monday, July 20, 2020. The motion passed by a unanimous 5-0 margin. (Robert Calamari, Faith Honer-Coakley, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally)

- Lynnfield Public Library Public Health Crisis Policy Update: A general discussion around the proposed public health policy ensued. The discussion included enabling staff to call the police, if necessary. The full policy will be presented and reviewed at the August meeting.

ADJOURNMENT

A motion was made by Faith Honer-Coakley and seconded by Andrew Kenneally to adjourn the meeting at 8:40 pm. The motion passed by a unanimous 5-0 margin. (Robert Calamari, Faith Honer-Coakley, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally)

NEXT MEETING DATE

Tuesday, August 4, 2020 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
July 27, 2020

Documents distributed:

- Agenda, July 14, 2020
- Draft of June 2, 2020 Minutes
- Monthly Financial Summary for May 2020
- FY2020 State Aid Detail May 2020
- Director's Report, June 2020
- Lynnfield Public Library COVID-19 Reopening Plans, June 29, 2020, Draft Three with Edits
- Lynnfield Public Library Public Health Crisis Policy Update