Lynnfield Public Library

Minutes of the Board of Trustees

August 4, 2020

**CALL TO ORDER**

The virtual meeting was called to order by Bob Calamari at 6:44 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 Rich Mazzola to approve the minutes of July 14, 2020 as presented with the recommended revisions. The motion passed by a unanimous 5-0 margin. (Robert Calamari, Faith Honer-Coakley, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally)

**FOUNDATION**

* Jonna Casey presented the Lynnfield Public Library Foundation report. She will attempt to schedule their annual meeting in September.

**FUTURE MEETINGS**

* The possibility of changing the Trustees’ monthly meeting dates from the first Tuesday of the month to the second Tuesday of the month, to have the most current financial data available, was broached. It will be discussed at the September meeting.
* September Board of Trustees Meeting: Our September meeting will be held on September 8, 2020 per the vote below.

A motion was made by Russ Boekenkroeger and seconded by Andrew Kenneally to postpone the regularly-scheduled September Trustees’ meeting from Tuesday, September 1, 2020, to Tuesday, September 8, 2020 at 6:30 pm. The motion passed by a unanimous 5-0 margin. (Robert Calamari, Faith Honer-Coakley, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally)

**FINANCIAL REPORTS**

* Monthly Financial Summary: Our total FY20 Operating Budget was underspent by 8.3%. Jen will ask Rob Dolan for another department heads meeting soon. A list of COVID related purchases was provided. The FY20/FY21COVID expenditures will be reviewed next month. Jen will meet with Julie to discuss the COVID expenses and the Cares Act funds.
* State Aid Report: There are no anticipated State Aid expenses.

A motion was made by Russ Boekenkroeger and seconded by Richard Mazzola to accept the June 2020 Monthly Financial Summary and State Aid Report as rendered with the resolution of the FY20 vs FY21 COVID-19 related expenditures to be reviewed next month. 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 opening of the Financial Report and State Aid Compliance Form has been extended. Its due date will be later than the ARIS’ forms deadline.
* Friends of the Library: The Friends are having a virtual children’s book sale this weekend. Information may be found on their Facebook page. They have been providing drinks and snacks for staff working Sidewalk Service hours.
* Staffing: The three part time circulation positions have been posted internally and externally. The full time circulation position has been posted internally and will be externally posted on the MLBC Jobline after one week. We hope to have a slate of candidates by the end of August.
* Sidewalk Service: The online registration will go live for patrons on Monday, August 10. We plan on adding morning hours for pickups once we have filled the part time circulation positions. There have been problems with a few patrons who refused to wear masks.
* Returns: We are quarantining returns for at least four days.
* Appointments: Most of the appointment slots are being filled for patrons to come into the Library. One patron wandered into the stacks, ignoring the signage and instructions she was given. The items she touched were quarantined.
* Summer Reading Programming: August 15 is the last day of our Summer Reading Program.
* Marketing: It is important to spread the word and have information easily accessible for the hours we are opened for appointments and Sidewalk Service.
* Newsletter: A suggestion was made to create a separate Newsletter for just children’s programs.
* Programming: All programs will be virtual for the remainder of the year.

A motion was made by Russ Boekenkroeger and seconded by Richard Mazzola to accept the July 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)

**OLD BUSINESS**

* Lynnfield Public Library Public Health Crisis Policy Update: The MBLC recommends that the Library have a Public Health Crisis Policy. The Policy draft includes ‘masks are required at Sidewalk Service and inside the Library, excluding those with health conditions that prohibit them from wearing one’. If this approved, when patrons refuse, they will be asked to leave and staff may call the police for help, if necessary. The trustees recommend that patrons wear masks, but also want the full support of the town. After discussion, the trustees decided to reach out for Tom Mullen’s input before approving the conservative draft policy.
* Panic Buttons: Jen is meeting with a vendor on Thursday to discuss placing panic buttons in the Library.
* Holiday Closings (July 3, 2020–July 3, 2021): The proposed Library Holiday Closings list was discussed and approved.

A motion was made by Russ Boekenkroeger and seconded by Andrew Kenneally to accept the proposed Holiday Closing Schedule 2020-2021 as rendered. The motion passed by a unanimous 5-0 margin. (Robert Calamari, Faith Honer-Coakley, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally)

* Staff Information: Jen will provide an updated staff template, based on the one Julie created for budget preparation.

**ADJOURNMENT**

A motion was made by Russell Boekenkroeger and seconded by Andrew Kenneally to adjourn the meeting at 8:47 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, September 8, 2020 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary

August 25, 2020

Documents distributed:

* Agenda, August 4, 2020
* Draft of July 14, 2020 Minutes
* Monthly Financial Summary for June 2020
* COVID-19 Library Purchases
* FY2020 State Aid Detail June 2020
* Director’s Report, July 2020
* Lynnfield Public Library Public Health Crisis Policy draft, July 23, 2020