

**LYNNFIELD PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
WEDNESDAY, FEBRUARY 10, 2021**

CALL TO ORDER

The virtual meeting was called to order by Robert Calamari at 6:33 p.m. via video conference call pursuant to Gov. Baker's new public meeting guidelines. Roll call was taken. In attendance were Robert Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally, Gail Rober, Secretary, and Jennifer Inglis, Director. Chair informed the attendees that the meeting was being recorded.

NEW BUSINESS

DISCUSSION OF FY22 BUDGET REQUEST

General discussion ensued related to the proposed operating budget and capital budget requests to be submitted to the Town by Friday, February 12, 2021:

- Library Operating Budget: Jennifer Inglis has submitted a recommended operating budget of \$938,103 for FYE 6/30/22. This represents a 0.2% increase over the FYE 6/30/21 operating budget. It enables the Library to meet its Municipal Appropriation Requirement (MAR) for continued state accreditation by exceeding \$919,000.
- Library Capital Budget: Jennifer Inglis has submitted Capital Budget requests for three items, all of which are justified based on COVID-19 needs:
 - Biblioteka self-checkout software and hardware: This will enable patrons to check out using smartphones with no contact. It is compatible with the NOBLE system. Installation cost: \$2,930.
 - Construction of walk-up or drive-thru window for additional and safer pick-up service outside the building. Cost is TBD with DPW to provide a quote for the work.
 - Replacement book drops and return bins: This would enable returned books to be placed in return bins, wheeled in and quarantined before returning to shelves. It also would allow for returns on nights and weekends. Total cost: \$14,000 for two book drops and two return bins (ADA-compliant with covers).

A motion was made and seconded to accept the proposed budgets as rendered. The motion passed by a unanimous 5-0 margin.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:42 p.m. The motion passed by a unanimous 5-0 margin.

Respectfully submitted,

Gail Rober
Secretary

Documents distributed:

- Agenda, February 10, 2021
- FY22 salaries worksheet.xlsx
- FY22 Budget Request draft.xlsx
- Munis budget request - director salary.pdf
- Munis budget request - staff salaries.pdf
- Munis budget request - operating.pdf
- Library Capital Request Form - self-check.docx
- Library Capital Request Form - pick-up window.docx
- Library Capital Request Form - book return boxes.docx