

**Lynnfield Public Library
Minutes of the Board of Trustees Meeting
February 2, 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.

APPROVAL OF MINUTES

The Approval of Minutes from the meetings of January 5, 2021 was tabled until the March 4, 2021, meeting.

MONTHLY REPORTS

FINANCIAL REPORTS

- Monthly Financial Summary: Director Jennifer Inglis reported that the Library operating budget is generally on track through December 2020 for expenses pursuant to the FYE 6/31/21 budget.
- Children's Room Capital monies are being used to order chairs and a table for the Young Adult Room. The table hasn't arrived yet; delivery is expected within a short time. Cost will be \$2,500.
- The line-item deficit of \$11,269.78 represents COVID-related expenditures for which the Town expects to reimburse the Library if and when additional CARES act funding becomes available.
- State Aid Report: There are no expected expenditures from State Aid money in January or February 2021.

A motion was made and seconded to accept the February 2021 Monthly Financial Summary and State Aid Report as rendered. The motion passed by a unanimous 5-0 margin

STAFFING UPDATE

- There are two 8 hour part-time positions and one 35 hour full-time position currently open. A new employee would be hired at a step 1, unless approved by the Union. The negotiation regarding pay is between the Union and the Town.

REOPENING PLAN

- The Town is following Governor Baker's recommendations for re-opening. It is likely that the Library would be open for browsing in April. The Union and MBLC would like to get library staff higher up on the list for COVID vaccination priority.
- Browsing, computer usage, and Children's Room browsing will require appointments. Air circulation and ventilation will be maximized to the degree possible given the age and limitations of the building. Masks will continue to be required of visitors.

PROGRAMMING

- The Trustees expressed concern about declining literacy programming in early childhood due to the COVID-19 pandemic. It would be a positive to have more programs in which children can be engaged. This is one of several reasons why the Trustees seek to expedite the hiring process for the open positions.

A motion was made and seconded to approve the Director's Report as rendered. The motion passed by a unanimous 5-0 margin.

NEW BUSINESS

BUDGET DISCUSSION

- Jennifer distributed the preliminary FYE 6/30/22 Budget request. The total request is for \$938,103. The Board will meet on Wednesday, February 10, 2021, to approve the budget recommendation prior to formal submission to the Town on February 12, 2021.
- Capital budget requests to be considered are solely focused on COVID-19 needs including:
 - Self-check-out technology – estimated installation cost of \$2930, with annual servicing fees of \$1,788 thereafter.
 - Two drop-boxes at \$5100 each, totaling \$11,000.
 - Book cart at \$1400.
 - Drive up window - estimate to be obtained from the DPW.
 - New Signage - estimated at \$27,000.

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 2, 2021
- January 2021 Trustees Packet
- Capital Request Form Lynnfield 2022
- Salary Template info 2022
- Additional Budget Information FY22
- Budget Message 2022
- Background Materials - Boston Globe Sunday Magazine 1/21/21 -Discussion Children's Expression Somerville Library Globe 01 31 21.pdf

