

**Lynnfield Public Library
Minutes of the Board of Trustees Meeting
March 2, 2021**

CALL TO ORDER:

The virtual meeting was called to order by Robert Calamari at 6:30 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, Jonna Casey, guest, 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 and February 2, 2021 Meetings were tabled until a later meeting.

MONTHLY REPORTS

FINANCIAL REPORTS

- Monthly Financial Report: Director Jennifer Inglis reported that the Library operating budget is generally on track for budgeted expenses through January 2021 for FYE 6/30/21. The State Aid Report was also presented and that she'd met with the Finance Committee liaison on February 24th. The Operating Budget includes an expected \$7,000 overall decrease.
- State Aid Report: Director Jennifer Inglis reported that there were no current planned expenditures from State Aid funds for the months of February and March 2021.
- A running deficit of \$11,269.78 for COVID-19-related expenses is expected to be reimbursed by the Town..
- Capital budget was discussed in detail, including Director's discussion of status of FYE 6/30/21 expenditures and FYE 6/30/22 capital budget requests.
- Director Jennifer Inglis reported that David Morales, a member of the FinComm, and husband of Samantha Morales, Treasurer of the Friends of the Lynnfield Library, works for a company that may make a donation to fund the \$5,000 expense for "self-checkout technology". This would be a very welcome event and Jen will monitor the situation and keep the Trustees informed of status.
- Director Jennifer Inglis reported that she met informally with the Library FinComm liaison who indicated that given relatively few changes to the Library Operating Budget request for FYE 6/30/22, any formal budget presentation to the Finance Committee will take place after the Budget is presented to the Select Board. The Select Board presentation is tentatively scheduled for Monday, March 22.
- Children's Room capital monies are being used for a table and chairs for the Young Adult Room. The budgeted cost is \$2,500.

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

DIRECTOR'S REPORT

STAFFING UPDATE

- Assistant Library Director Abby Porter will begin her 12-week maternity leave on March 8.
- Town Administrator Rob Dolan gave the go-ahead to post the budgeted open library positions.
- The full-time Youth Services position will be posted internally for one week and then externally along with the part-time Saturday position restored to the budget.
- Depending upon the return of two part-time assistants, these 8 hour/week circulation desk positions will also be posted.

PROGRAMMING

- The Chromebook Kits have been loaned out to two patrons so far.
- The Puzzle Collection circulation is going well.
- Fifteen to twenty craft kits per month have been distributed.
- Faith Honer-Coakley indicated that the Garden Club would like to collaborate with the library to provide Mother's Day craft kits.

COMMUNICATIONS

- The library helped 10 Senior Citizens schedule appointments for their COVID-19 vaccine shots.

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

OLD BUSINESS

• LIBRARY OF THINGS

- The Lynnfield Recycling Committee needs 30 items in the "Library of Things" to obtain its grant. The grant application is due in April. Anything other than books counts towards the grant. There are already more than 30 items in the library that can be counted towards the requirement requirement. The Committee's list of items (at the library) has been validated. Additional items will require curation and a storage agreement at the Library in the future.

NEW BUSINESS

• REOPENING PLAN DISCUSSION

- The library will reopen for browsing on Monday, April 5.
- COVID-19 Safety measures:
 - Markers will be placed on the floor to indicate where and how patrons can stay 6 feet apart for social distancing purposes.
 - 24 hour quarantine will be applied to any item that is handled in the browsing process.
 - The mezzanine will not be open initially.
 - Patrons will be required to wear masks.

- Hand sanitizer will be placed at the front desk and other key places near where patrons who may have touched materials.
- Returned books will currently be quarantined for 72 hours; discussion on whether to reduce the quarantine requirement to 24 hours based on state recommended guidelines and current scientific testing ensued and will be revisited at the next meeting's reopening plan update.
- Space in the library will be set up to facilitate social distancing. Areas will be roped off and furniture will be removed by DPW as necessary.
- Alternative operating models for reopening were discussed, given that curbside services will continue. Patrons will also be able to check out items during browsing appointments.
- Variables including staff scheduling and experimentation with designated browsing periods for different patron groups will be evaluated on an ongoing basis.
- All staff will return to working in person in the building. The building will be open 50 hours per week until vacant positions are filled, though patron access will be less than 50 hours.
- Upon filling vacant positions, the library will be open 64 hours a week to patrons as it was pre-COVID-19 subject to current COVID-19 guidelines.
- Director Jennifer Inglis will create the schedule and proposed hours for the proposed reopening plan and send to the board for review.

The Board will meet on Wednesday, March 10, 2021, to review and approve reopening plan details in advance of the planned April 5, 2021, re-opening.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:00 p.m. The motion passed by a unanimous 5-0 margin.

Respectfully submitted,

Gail Rober
Secretary

Documents distributed:

- Agenda, March 2, 2021
- March 2021 Trustees Packet