

**Lynnfield Public Library
Minutes of the Board of Trustees
September 12, 2017**

CALL TO ORDER

- Meeting was called to order by Faith Honer-Coakley at 6:47 pm at the Lynnfield Public Library, Green Room. Roll call was taken. Present were Bob Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Janine Rodrigues-Saldanha, Holly Mercer, Director and Patty Nutile, Secretary. Vice-Chair informed the attendees that the meeting was being recorded.

APPROVAL OF MINUTES

A motion was made and seconded to accept the minutes of the August 10, 2017 meeting as rendered and amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

COMMUNICATIONS

- Anonymous Patron Letter: A patron mailed an anonymous letter expressing concerns about tutors and their students in the Library. Discussion points follow:
 - Legitimate concerns are raised in the letter, which are addressed in our grant application.
 - People need to do their best to coexist peacefully in the current building.
 - This highlights one reason to pursue the new library quickly.
 - The definition of the library as a community space needs to be reiterated.
 - It is not appropriate to segregate patrons, particularly with the current conditions in our basement.

It was decided to post the letter in the library and/or online and present it to the Selectmen during our update this month.

FINANCIAL REPORT

- Monthly Financial Summary: The July 2017 Financial Summary shows we are on track.

A motion was made and seconded to accept the July 2017 Financial Summary as submitted. The vote was unanimous. Motion passed. (Rich Mazzola/Janine Rodrigues-Saldanha)

- State Aid: There have been no State Aid expenditures as of July 2017. Next month, a portion of the new shelving purchased for the lower level will be reflected in the report.

DIRECTOR'S REPORT

- Additional Upcoming Dates: MBLC will hold a Capital and Campaign Workshop on September 25 in Lexington. The Library is on the Finance Committee's agenda on September 18. We may need to reschedule our October 3 Design Review meeting with the MBLC. Holly and Russ will be presenting at the Summer Street School PTO meeting on September 13 and at the Huckleberry Hill School PTO meeting next week. Our Ladies of the Assumption School will be added to our list of schools. November dates are being considered for the BOT/FOLL Potluck Dinner, possibly the week of the 10th and the week after.

- FY18 Budget: We are making technology purchases and will be working with the DPW and NOBLE to make sure we have the necessary power and internet connections to use with a new people counter. The new counter will be Wi-Fi enabled and create spreadsheets with the data it collects.
- FY19 Budget: We will be increasing our capital safety requests for FY19. Trudy Reid, Town Clerk, would like all of the departments to work together on their needs assessments. Items listed in the Capital Improvements Program should be considered.
- Friends of the Lynnfield Library: The Friends' Board formerly approved their FY18 programming budget, around \$11,000. They approved two new passes, JFK Museum and the Edward Kennedy Institute. They are considering renaming the Museum Pass Program, as it provides more than just museum passes and adding the Audubon Society. The book sale will be held on October 21 with a preview sale on October 20. The price for an end of the day bag of books will be \$8.00 and they are considering having a drawing.
- Library Facility: With the addition of new shelving in the lower level, we have gained more space for Adult Fiction books and refreshed the space with a new area rug and endcap displays. The DPW will be replacing the lights in the mezzanine and reading room. They are wired differently, so unfortunately, they cannot all be LED. Holly is choosing ones with similar coloring.
- Foundation: The Foundation's bank account should be active tomorrow. The accountant requested answers to additional questions in order to file for the 501(C3). Holly and Rich provided the answers. Holly is considering creating a Foundation Facebook page. It was decided to purchase two domain names: LynnfieldPublicLibraryFoundation.org and LynnfieldLibraryFoundation.org. Donations have been received and the donors will be recognized.
- New Town Website: The town is relaunching its website. The two changes Holly requested to the Library's new page are to increase the font in the link to our website and to add our second telephone number.
- Library Programs:
 - Adult programs scheduled include: A Money & Finance series, a Genealogy Workshop, an Eclectic Art series, Bill Sano musical lecture series, a gardening program, an author series on WWII, Curious about Cuisine and BookLovers.
 - A youth program is being planned to celebrate Harry Potter's 20 years.
 - The theme for next year's Summer Reading Program is "Library's Rock!" We will continue the chain competition, representing the number of hours read by adults and youth.
 - Art N'Bloom will be held on April 9, 2018. Enhancements include adding books to the displays, having more youth participation and possibly including an ensemble from the high school.
 - Holly is planning Lynnfield 101 with the Wakefield Chamber board members and one of their staff members, as they are currently without a director. It will be held at the Library on October 5.

- Hoopla: Hoopla digital collection checkouts have doubled from July 2017 to August 2017. They will be introducing an app to allow patrons to use their TV screens, no longer limiting them to their computers or mobile phones.
- Staff Training Day: Part of our next staff training day will be spent exploring different ways to collect qualitative data demonstrating the value of the Library. A few examples would be collecting detailed stories showing the impact of using the library and collecting a sampling of the usage of our tables and working spaces.
- Department Heads: Highlights from the Department Heads include: Brainstorming ideas for the monthly newsletter, possibly incorporating elements from our previous quarterly newsletter and Board of Trustees biographies, and developing an app for ease of use.
- FY18 Statistics: Some of the increases in our FY18 statistics from August 2016 to August 2017 include: eAudiobooks, 30%, museum pass average patron savings, 45%, new card registration, 60%, and website hits, 27%. A five-year comparison may give us a bigger picture. As word spreads about our fine removals, circulation statistics should increase. A new building would also contribute to an increase in circulation.

A motion was made and seconded to accept the Director's Report as rendered and amended. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

LIBRARY BUILDING PROJECT

- Library Building Project: It was decided that having a durable sign placed at the site of the new library would be helpful for the community. The Board of Selectmen would need to approve it and the DPW would install it. Holly is researching possibilities.

NEW BUSINESS:

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:20 pm. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

NEXT MEETING DATE

Monday, October 2, 2017 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
September 28, 2017

Documents distributed:

- Agenda September 12, 2017
- Draft of August 10, 2017 Minutes
- Monthly Financial Summary for July 2017
- FY2017 State Aid Detail Report as of July 2017
- Director's Report, August 2017
- Library Statistics, FY2018 First Quarter
- Here's What's Happening at the Lynnfield Public Library in September 2017