

Lynnfield Public Library

Minutes of the Board of Trustees

October 5, 2021

1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Robert Calamari at 6:33 p.m. and the Governor's Order Suspending Certain Provisions of the Open Meeting Law dated March 31, 2020 was read by the Chairman. Roll call was taken and those in attendance for the remote meeting were Robert Calamari, Chairman, Faith Honer-Coakley, Vice-Chair, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally, Abby Porter and Linda Donaldson, Secretary to the Board.

Chairman Calamari informed the Board that the meeting is being recorded and a record of the proceedings will be posted on the website as soon as possible at the conclusion of the meeting.

2. APPROVAL OF MINUTES 9/7/2021 AND 9/27/2021

It was noted that only the September 7th minutes were available this evening. The September 28th minutes were tabled until the next 11/2/21 Board of Trustees meeting.

Ms. Porter recommended an amendment on page two, line four of the September 7th minutes, changing "error's report" to "ARIS Report".

A motion was made and seconded to accept the minutes of the September 7, 2021 meeting as rendered. The motion passed unanimously in favor.

3. PAST MONTH'S FINANCIAL AND STATE AID SUMMARY

Ms. Porter pointed out that the numbers pertaining to ordering are a bit higher than usual, as magazines have also been ordered and so far there haven't been any supply chain delays in receiving books. She doesn't anticipate any significant expenditures though the museum passes may be a little more than anticipated with the switching of providers due to Library Insights going out of business. The new provider is offering a prorated rate for the next couple of months.

There are no anticipated expenditures from the State Aid budget over the next month.

Ms. Honer-Coakley pointed out that a paid secretary will be needed for the Director's Search Committee and queried if funding would be available for this task.

Mr. Calamari advised that prior discussions with the Town Administrator indicated that up to \$10,000 was going to be allocated for the retention of an executive search firm and that funding for a committee secretary could possibly come from that allocation.

A motion was made and seconded to accept the Past Month's Financial and State Aid Summary as rendered. The motion passed unanimously in favor.

4. DIRECTOR'S REPORT

Ms. Porter announced that the ARIS financial report has been submitted on time and that the library will be closed on October 11th for Columbus Day. The Book Sale, which hopefully will be able to be held outside weather permitting, will be on October 16th.

Town Meeting takes place on October 18th and aside from Town Meeting Ms. Porter will be taking vacation that week.

Photos of needed repairs in front of the library were taken by the DPW, one being the poor draining area on verge and the gap between the storm drain grate and curbing adjacent to the crosswalk. The sprinkler head on the right side of the library is on a list to be fixed as the head was sticking out of the ground and someone could trip on it. The irrigation system should be back in service next year once this is repaired.

Ms. Porter advised that they're still cleaning out the library and it's an ongoing process. Some older pictures were found and she is going to do something with them on social media. There was a grant to update all of the lighting in the library which will be more energy efficient and this work could possibly take place in January.

There are still issues with the mask mandates among some adults and middle school kids. A letter was sent to one repeat offender of the mandate and he hasn't returned to the building since receiving the letter. The billing policy is coming back into place where 340 NOBLE items were affected in Lynnfield, (i.e. anything that's been borrowed and is long overdue with a lot of it having to do with the pandemic.) NOBLE will be reimplementing the Standard Overdue and Billing Policy in stages starting on October 4th. Ms. Porter indicated that Kat and Samantha are working on getting these borrowed things returned and out of 340 items they're down to 260 and they're happy to work with everyone involved in getting things back.

Spencer Stevens has been hired as the new Technical Services department head beginning on October 25th. He is a library technician by trade. Ms. Porter will invite Spencer to meet the Board of Trustees at the next meeting on 11/2/21.

Ms. Porter indicated that some Saturday staffing issues have emerged based on her predecessor combining hours from two part-time positions so they came up short staffed on Saturdays. Mr. Calamari believes the use of substitute staffing can fill any holes in the Saturday schedules. Ms. Porter will keep the Trustees apprised of this situation.

On a question from Mr. Mazzola, Ms. Porter said that a department head covers for her when she is out or on vacation. Ms. Porter also inquired about the feasibility of purchasing matching tee shirts as in 2017 which proved to be both effective marketing tools and good morale builders while doing outdoor programs and off-site event. Discussion ensued on how this was funded, etc., and the Trustees are supportive of this idea.

The social media stats increased during the prior month and have been improving steadily. At the first in-person program this month there were nine attendees and combo programs have been suggested with some in-person and some virtual participation. Children's programs should be in-person and Ms.

Porter is thinking of doing a mix moving forward. A program today was packed and she is dealing with the normal behavioral issues among middle school kids though nothing she hasn't dealt with before.

Chairman Calamari asked if we have comparisons to other similar sized libraries as to what they're experiencing in terms of social media presence. Ms. Porter will check on this when she meets with people in the near future.

Ms. Porter said that next month they'll be having some Halloween programs and a band will be playing on the common. Story time on the common is still very popular and it will be moving into the Meetinghouse as the weather gets bad and attendance most likely will drop. The therapy dog is back and there were some craft programs that were well attended; and the new story walk has gone over really well.

Mr. Boekenkroeger questioned the safety and aesthetics of the story walk because on a windy day those things fly all over the place and he questioned if this is something that would be taken down for the winter.

Ms. Porter said that the tree map for the library property has been put together to assist in identification and pruning. Pat Kelly attended Lynnfield's "A Night of Hope" ceremony on September 26th and we will be getting some art displays which will be nice.

October is library card month and it was reiterated that the billing policy will be coming back this month too. The binder on the circulation desk has been updated so everyone knows what to do.

Chairman Calamari said that it wouldn't hurt to have a one page bullet list of statistical highlights for the purpose of being at town meeting and if anyone got called on this would be very helpful in answering any questions that could be asked.

A motion was made and seconded to accept the Director's report as rendered. The motion passed unanimously in favor.

5. OLD BUSINESS

- **SEARCH COMMITTEE**

Ms. Honer-Coakley said that in the past they have asked people on the search committee and also the Trustees if they have anything they would like to see worked on at the library. They don't believe they will need an RFP. They would call up each firm and tell them they would like to meet with them and ask how they go to market, what they do, how do they source people out, etc. They want to hit the ground running. The Search Committee will have a meeting and get a time line put together to submit to the Board. She is glad that the funds are going into town meeting to be voted on as this will give them a huge boost. She and Mr. Mazzola will get together this week.

- **LIBRARY BUILDING COMMITTEE**

Mr. Boekenkroeger is assembling a recommended committee membership list and has reviewed the 2015 charter for the building committee. Lynnfield has moved to 8th from 9th on the MBLC matching funding list and he expressed the need to prepare for increasingly rapid movement in state funding. This

building committee does need to intensify efforts regarding town funding and he will have more for the Board as we go into the following months. The library started at number thirty and we're now at number eight. In the last phase of the building committee is when we can get a lot of these figures together.

Chairman Calamari reiterated that the Board of Trustees was available for any help Ms. Porter may need to address the Saturday staffing issue as well as support for the tee shirts once it's determined what needs to be done.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:39 p.m. The motion passed unanimously in favor.

Respectfully submitted,

Linda J. Donaldson, Secretary

Documents distributed:

- Agenda -- October 5, 2021
- Draft of September 7, 2021 minutes
- Monthly Financial Summary
- State Aid Detail
- Director's Report – September 2021