

LYNNFIELD PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES

JANUARY 4, 2022

1. CALL MEETING TO ORDER

The meeting was called to order at 6:35 p.m. by Chairman Robert Calamari and the Governor's Order Suspending Certain Provisions of the Open Meeting Law dated March 13, 2021 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, Andrew Kenneally and Abby Porter, Acting Director. Richard Mazzola and Linda Donaldson were not present.

Chairman Calamari informed the Board that the meeting was 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 11/23/21 AND 12/7/21 MEETINGS

The minutes of the 11/23/21 and 12/7/21 Board of Trustees meetings were tabled to the 2/1/22 meeting.

3. PAST MONTH'S FINANCIAL AND STATE AID REPORTS

Ms. Porter reported that the first State Aid funding installment for FYE 6/30/22 in the amount of \$10,646.21 has been received. Mr. Calamari pointed out that this appears to be an increase over last year's allocation. The second installment is expected in March or April. Ms. Porter expects to reallocate the Education line item in the remaining FY22 budget. The only significant new expenditure from long-term cash anticipated over the next month is for a new projector for programming.

A motion was made and seconded to accept the Financial and State Aid Report as rendered. The motion passed unanimously in favor.

4. DIRECTORS REPORT

Ms. Porter reported that Town Meeting is scheduled for May 16, 2022 when the annual vote on the town budget will be taken. On January 3rd there was a COVID protocol meeting for all staff. The primary outcomes were the continuation of social distancing and mask protocol.

The rug cleaning was completed in December and it came out well. A Lynnfield couple used the library for some engagement photos which were taken in front of the Palladian window. Chairman Calamari asked if we could obtain a copy of one of the photos for display.

Ms. Porter said that she has started the process for the library to become a Climate Resilience Hub through Communities Responding to Extreme Weather (CREW) which entails conducting one program

per year to gain designation. This opportunity is only seldom available for libraries. She believes that we will qualify easily with minimum effort.

ASSABET, a user-friendly calendar tool has been adopted. Our previous supplier went out of business; and, most staff have been trained in its use.

A group of Genealogists have returned to the library to conduct genealogical research. Three individuals come in together and they're planning on returning regularly. Chairman Calamari was pleased that our genealogy resources are being utilized emphasizing that Lynnfield's collection is a unique regional asset for all of Essex County.

In response to a question, Ms. Porter said that dehumidifiers and humidifiers are used to ensure our collection is being preserved.

Paula Curley began employment last week as our new Circulation Substitute on an eight-hour part-time basis.

Ms. Porter indicated that the social media and programming traffic have been steady and that recordings of events that have taken place will be available soon. New clubs such as knitting, coloring and book lovers will begin this month. Some clubs have asked to move to or remain virtual, while others continue to be live and in-person in an effort to strike the right balance between safety and patron demand.

Numerous sign-ups for the virtual Mt. Washington Observatory event highlighting its extreme weather reflect the popularity of this program.

Labeling of the DVD collection has been completed. The billing policy has been caught up and out of the three hundred outstanding items from the pandemic cycle most have been returned.

Two Nintendo switch lights have been added to The Library of Things Collection and received positive feedback. Ms. Porter thinks they will be a big hit.

The library has eight Wi-Fi hot spots for lending. The light therapy lamp is a welcome winter lending item as well.

Mr. Kenneally commented on the easy organization and simplified approach of the Stirling Brandworks updated website. Ms. Porter believes this could be the best fit for Lynnfield at a cost of between \$30,000 and \$35,000.

She will have to obtain three estimates for a website replacement where the cost would be as noted above if the funding is approved.

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

5. OLD BUSINESS

- **LIBRARY DIRECTOR SEARCH COMMITTEE UPDATE**

Ms. Honer-Coakley advised that the search committee was on hiatus through the holidays but will meet this month after which she will update the Trustees at the February meeting on the plan with the new search firm.

- **LIBRARY BUILDING COMMITTEE UPDATE**

Mr. Boekenkroeger and Mr. Kenneally met with Rob Dolan and Bob Curtain to share the list of recommended Building Committee members approved by the Trustees to be presented to the Select Board at its 1/24/22 meeting for approval. Trustees were encouraged to attend the 1/24/22 meeting.

The requirement for an estimated \$30,000 in additional monies to update the building cost estimate was discussed. Mr. Boekenkroeger will speak to Rob Dolan to ensure inclusion in the FYE 6/30/23 budget.

6. NEW BUSINESS

- **FY2023 OPERATING AND CAPITAL BUDGETS PREPARATION**

Proposed budget submission dates were split between the operating budget request due on January 14th and the capital budget request due a week later on January 21st.

There were several questions regarding materials in the operating budget. Ms. Porter emphasized the importance of the website update request.

Ms. Porter indicated that working templates would be sent to the Board.

Ms. Honer-Coakley requested clarification on the number of items in our collection by type and Ms. Porter responded that she would supply the data. The new library is based on the capacity to hold a certain number of books and other types of materials.

Chairman Calamari supported submitting an increased funding request for more E-Books.

Ms. Porter said that we'll be adding more 1,000 books for the kindergarten program. Ms. Honer-Coakley said that this sounds like a terrific program.

Chairman Calamari requested that the Board of Trustees reconvene to review and approve final operating and capital budget requests for FYE 6/30/23 on Tuesday, January 11, 2022 and the Board agreed.

7. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:00 p.m. The motion passed unanimously in favor.

Respectfully submitted,

Linda J. Donaldson, Secretary

ITEMS SUBMITTED:

January 4, 2022 Agenda

Working documents for upcoming budget submission

Director's Report

Past Month's Financial and State Aid Reports