

Lynnfield Public Library
Minutes of the Board of Trustees

December 7, 2021

1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Robert Calamari at 6:31 p.m. and the Governor's Order Suspending Certain Provisions of the Open Meeting Law dated March 31, 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, Richard Mazzola, Andrew Kenneally, Acting Director Abby Porter, Stacey Neal and Linda Donaldson, Secretary to the Board.

2. WELCOME STACY NEAL, FRIENDS' OF THE LYNNFIELD LIBRARY CO-CHAIR AND FOLL UPDATE

Ms. Neal is one of the new Co-Presidents of the FOLL and will regularly connect with the Trustees and the Friends. Ms. Neal was welcomed by the Trustees.

Ms. Neal and Anne Malefant became Co-Presidents last year and a new Treasurer will be named soon. They are thinking about ways to expand the Friends' Membership. Ms. Neal is working on the 2022 FOLL budget with Ms. Porter.

Chairman Calamari said that it's a good time to bring more folks into FOLL.

Ms. Neal indicated that their upcoming annual membership appeal will review membership lists from the past several years as a part of regrowing membership which currently stands at just under 200.

Ms. Honer-Coakley commented on the positive energy that Ms. Neal and Ms. Malefant bring to their new roles.

Ms. Neal or Ms. Malefant will attend a future Trustee meeting to enhance communication between the Friends and the Trustees. Ms. Honer-Coakley will do the same with FOLL meetings

Mr. Calamari expressed enthusiasm about the Friends plans and volunteered support from the Trustees.

3. APPROVAL OF MINUTES 11/2/2021 MEETING

A motion was made and seconded to accept the minutes of the November 2, 2021 meeting. The motion passed by unanimous consent.

4. PAST MONTH'S FINANCIAL AND STATE AID REPORTS

Ms. Porter advised that we're about 42% through the budget and on track with expenses year-to-date. No expenditures from long-term cash or state aid are anticipated in the next month.

A motion was made and seconded to accept the past month's financial and state aid report. The motion passed by unanimous consent.

5. DIRECTORS REPORT

Ms. Porter reported that the carpet cleaning is scheduled for Thursday, December 16th and Friday, December 17th. The Library will be closing at 1:00 p.m. on December 23rd for the Christmas holiday. On December 31st the Library will close at 3:00 p.m. for the New Year's holiday. The safety mirror has been installed, the book drop is being used and another letter was sent to a patron for not following mask protocols.

Ms. Porter reported that the Fire and Police Chiefs recently addressed the staff on various COVID protocols and were really helpful and reassuring in outlining steps to take in various situations. A replacement started today for Amanda Landry.

Ms. Porter reviewed the outreach topics and said that the budget summit is scheduled for tomorrow, December 8th.

Ms. Porter has been working with town accountant Julie McCarthy on budget submission guidelines including personnel and miscellaneous capital items (e.g., hybrid cameras, new Children's room rug, etc.)

Ms. Porter raised a question about the Library logo. She believes that a logo refresh should be investigated and noted that multiple library stakeholders will have ideas on this topic which will require a process and some funding. The Trustees will revisit this issue at some future date.

Chairman Calamari noted that the annual budget process usually starts in early January and Ms. Porter indicated that she's been compiling resources and should be well prepared for the budget season. The proposed operating and capital budget recommendations will be ready for Board of Trustees approval in early January.

Mr. Boekenkroeger estimated that \$25,000 to \$50,000 will be required from the town to update the Total Cost estimate and identifying changes in needs for the new building since 2016.

Ms. Porter wanted to make sure that these funds are included in the FYE 6/30/23 capital budget request.

A motion was made and seconded to accept the Director's Report as rendered. The motion passed by unanimous consent.

6. OLD BUSINESS

Library Search Committee Update

Ms. Honer-Coakley reported that one of the search firms (Paradigm) in the running to lead the Director search had withdrawn. She will have a full update on the back-up plan at the January Trustees' meeting.

Library Building Committee Update
Committee Member Recommendation

Mr. Boekenkroeger presented a new recommended slate of Building Committee members comprised of several new members and several holdovers from the original 2015 committee. The membership list is attached to these minutes.

Mr. Kenneally expressed his positive feelings about the committee composition.

Mr. Boekenkroeger said that "the charge" for the Lynnfield Building Committee approved by the Select Board in March of 2015 was endorsed by the Town Administrator and one of the present Select Board Members.

7. New Business

Ms. Honer-Coakley informed the Trustees that there was \$600 available from the Garden Club to replace the diseased Magnolia Tree in front of the Library.

A motion was made and seconded to revisit this opportunity in the spring. The motion passed by unanimous consent.

Mr. Kenneally thanked Ms. Honer-Coakley for filling the role of FOLL liaison.

Chairman Calamari asked Ms. Honer-Coakley that if she sees something on one of the FOLL agendas that warrants more Trustees to attend then she should bring it to the Board's attention.

8. Adjournment

A motion was made and seconded to adjourn the meeting at 7:44 p.m. The motion passed by unanimous consent.

Respectfully submitted,

Linda J. Donaldson, Secretary

Documents submitted

- December 7, 2021 agenda
- November 2, 2021 draft minutes
- Monthly Financial Report
- State Aid Detail Report
- Director's Report

**Lynnfield Library Building Committee (LLBC) – Recommended by
Library Trustees 12/7/21 Resolution**

(Presented to Select Board for Approval)

COMMUNITY REPRESENTATIVES (ONLY VOTING MEMBERS)

- **RUSSELL BOEKENKROEGER LIBRARY TRUSTEE, CHAIR**
- **ANDREW KENNEALLY – LIBRARY TRUSTEE**
- **ALISON SQUADRITO BATES – former CO-CHAIR FRIENDS OF LYNNFIELD LIBRARY**
- **KATE DEPRIZIO – SCHOOL COMMITTEE**
- **SARAH KELLY – SCHOOL EXPANSION ADVOCATE**
- **KATE FLAWS – VICE CHAIR, PLANNING BOARD**
- **STEVE TODISCO – PRESENT MEMBER**
- **NICK CONNERS – PRESENT MEMBER**
- **CHRIS MATTIA – , PRESENT MEMBER, CHAIR FINANCE COMMITTEE**
- **CHRIS BARRETT – FORMER SELECT BOARD, SCHOOL COMMITTEE & LLBC Member**
- **TOM KAYOLA – VICE CHAIR, FINANCE COMMITTEE**

OTHER MEMBERS

LIAISONS – TOWN BOARDS OR DEPARTMENTS

- **BRIAN CHARVILLE – CHAIR, PLANNING BOARD**
- **JOHN TOMASZ – DIRECTOR DEPARTMENT PUBLIC WORKS**

EX OFFICIO – POSTION/ROLE IN TOWN OR SUPPORTING

- **ABIGAIL PORTER – ACTING LIBRARY DIRECTOR**
- **PHIL CRAWFORD – SELECT BOARD**
- **JOSEPH MARKEY – TOWN MODERATOR**
- **JOHN SCENNA – TOWN ADMINISTRATOR CONSULTANT, CAPITAL PROECTS;
SUPERINTENDENT LYNNFIFLED CENTER WATER DISTRICT**