

**Lynnfield Public Library**

**Minutes of the Board of Trustees**

**January 11, 2022**

**CALL MEETING TO ORDER**

The meeting was called to order by Chairman Robert Calamari at 6:31 p.m. by Chairman Robert Calamari 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 and Linda Donaldson; Secretary to the Board.

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.

**COVID PROTOCOL UPDATE**

The spread of the COVID-19 Omicron variant has caused a reevaluation of safety protocols in Lynnfield. Town Administrator Mr. Dolan met with Town Department Heads recently and left it up to them to determine whether programs would be conducted in person or virtual. Ms. Porter contacted some Library Directors in other towns. The libraries she contacted have all moved exclusively to virtual programming. A few of our programs may have to be put on hold if attendance is down. Some, like the knitting club and teen programs could be held live by using social distancing. Teddy Town most likely will still be able to happen.

Since most other programs have already been scheduled on Zoom, Ms. Porter will be communicating with the community in an effort to reduce confusion.

Ms. Honer-Coakley would like to have children coming as much as possible if it can be done safely with proper safety controls being used.

A motion was made and seconded to allow Ms. Porter the discretion to continue or discontinue in person activities on a case-by-case basis in January with another review of this issue at the February 1, 2022 Board of Trustees monthly meeting. The motion passed by unanimous consent.

**BUDGET DISCUSSION – FY23**

- **Review and approve FY Operating Budget**

Ms. Porter provided an overview of the Operating Budget request. Her first draft included level funding with the caveat that staff salaries will be up for review with the union contract renegotiation and a minimum wage increase going into effect this month. A general discussion of library needs and priorities for the coming year ensued.

The need for a new fulltime Communications and IT Librarian position as part of the Reference Staff was discussed. The Reference Department is the only department in the Library without a fulltime staff

member assisting the department head. This causes issues staffing the Reference desk. This person would also perform IT tasks as technology is getting more complicated and both staff and patrons need more expert help as it changes. Additionally, this person would also focus on marketing and communications and serve as the point person for social media. Area libraries of a similar size have added such positions recently due to the increasing importance of social media as a communications channel. Significant amounts of multiple staff members' time is taken up with social media planning and this would allow for one centralized person to keep activities on track. Other needed increases discussed included: a slight increase in part-time work hours and an increase in the E-Book funding. These requests combined would represent a 5.4% increase in the Operating Budget.

A motion was made and seconded on the revised operating budget with the recommended adjustments. The motion passed by unanimous consent. Ms. Porter will submit the required forms by the January 14, 2022 deadline.

- Review and approve FY23 Capital Budget

The Library Capital Budget request includes two items:

- \$40,000 for a library website revamp
- \$10,000 for new computer tables, plexiglass dividers and simplified computer wiring and outlets to accompany the tables in the reading room.

In addition, a \$30,000 request for updating and completing cost estimates for the new library building project will be included in the Town Capital Budget.

A motion was made and seconded to approve the proposed Library and Town Capital items listed above. The motion passed by unanimous consent. Ms. Porter will submit the required forms by the January 21, 2022 deadline.

## **ADJOURNMENT**

There being no further business to come before the meeting, a motion was made and seconded to adjourn the meeting at 7:52 p.m. The motion passed by unanimous consent.

Respectfully submitted,

Linda J. Donaldson, Secretary