

Lynnfield Public Library
Minutes of the Board of Trustees
April 4, 2023

1. Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Chair Robert Calamari, who recited the Governor's Order Suspending Certain Provisions of the Open Meeting Law dated March 31, 2020. Roll call was taken and those in attendance for the meeting in person were: Robert Calamari, Chair; Faith Honer-Coakley, Vice-Chair; Russell Boekenkroeger, Trustee; Richard Mazzola, Trustee; Andrew Kenneally, Trustee; Abigail Porter, Library Director; Marita Klements, Assistant Library Director; Amy MacNulty, Lynnfield Planning Board, Jennifer Welter, Lynnfield Conservation Commission, and Gerri Karonis, Secretary. Chair Calamari informed the Board that the meeting was being recorded and would be available as soon as possible at the conclusion of the meeting.

2. Lynnfield 2040 Community Vision Plan Overview

The Board welcomed guests Ms. Amy MacNulty of the Lynnfield Planning Board and Ms. Jennifer Welter of the Lynnfield Conservation Commission. Ms. MacNulty provided an overview of the Lynnfield 2040 Community Vision Plan, an initiative led by the Planning Board. Ms. MacNulty and Ms. Welter described the survey that Lynnfield residents will be asked to complete, seeking their input on the direction Lynnfield should take in the next 10 to 20 years. A public forum on the Lynnfield 2040 Community Vision Plan will be held in June, 2023. The results of the survey will be published in the fall of 2023.

3. Approval of Meeting Minutes

Following discussion, a motion was made and unanimously approved to accept the Minutes of the Board meeting held on March 7, 2023, after *de minimis* modifications.

4. Past Month's Financial and State Aid Reports

Ms. Porter reported that operating expenses are presently running at approximately 65% of budget. Staff's back pay from the new union contract will be going out in the next week or two. Ms. Porter expects that adjustments to the budget will need to be authorized due to union contract increases to ensure continued meeting of MER and MAR requirements pursuant to continued accreditation. Ms. Porter also reviewed the overtime entries as discussed in a prior meeting and found that some vacation pay was paid out of the overtime budget.

Ms. Porter asked if the Rawn Associates invoice could be paid; she will provide a copy of the invoice to the Board. Trustee Boekenkroeger will review and validate the invoice before payment is made.

A motion was made and unanimously approved to accept the Financial and State Aid Reports as rendered.

5. Director's Report

Art in Bloom was very successful.

Ms. Porter and her staff continue to deal with a ceiling leak at the circulation desk. Ms. Porter has been assured by DPW that the leak is minor and that a new drain once installed will resolve the problem.

Ms. Porter was honored to have been appointed to the Search Committee for the next Executive Director of NOBLE. Its current Executive Director, Ron Gagnon, is retiring in June.

Ms. Porter is ordering promotional items for the Library's rollout of its new logo and new website, using available funds in the budget.

The Children's Room now has more soft toys for the children, which have been well-received by the children and their parents.

Ms. Porter reported that Pat Kelly met with Police Chief Nick Secatore and Fire Chief Glenn Davis to discuss updates to the Library's Emergency Plan. The Trustees requested that Ms. Porter provide them with a copy of the Plan and Ms. Porter agreed to do so.

Ms. Porter added that the Library is moving its DVD section to the TV show section. DVDs are no longer as popular as they once were because most people stream programs on their TVs or computers.

A motion was made and unanimously approved to accept the Director's Report as rendered.

6. Old Business

• Library Building Update

Trustee Boekenkroeger is working with Rawn and the project OPM to finalize the costs associated with the Plan update. Rawn has produced a cost estimate for deferred maintenance of the existing Library should the Town wish to retain the building versus selling it.

The Massachusetts Board of Library Commissioners (MBLC) has a meeting in Randolph later in the week. Its Agenda includes approving possible partial grants for Swansea, Boston-Dudley, and Fitchburg. It is believed that Lynnfield is the only remaining municipality on the waiting list awaiting state approval for its grant. It is possible that by April 30 Lynnfield could receive approval of its requested grant effective July 1.

• Strategic Planning Update

Interviews for consultants to the Strategic Planning Committee have commenced; two additional interviews are scheduled. Trustees Faith Honer-Coakley and Richard Mazzola are participating in the interviews. A recommendation to the Board of Trustees will occur soon.

- **Union Contract Ratification**

The Union Contract has been agreed upon by the union representing Library staff and the Town of Lynnfield and sent back to the Select Board. The Trustees requested a copy of the contract before it can be ratified by the Library Board of Trustees.

- **FY 24 Operating and Capital Projects Budget**

Final FY24 Operating and Capital budgets will be approved once the union contract is formally ratified by the Board of Trustees.

- **Website Design Update**

Ms. Porter shared screenshots of several new features of the new website to the Trustees and will share the link to the new website – still under construction - for the Trustees' review. The new website is scheduled to go live April 24, 2023. The web design contract with Sterling allows a 2 week period for any modifications.

7. New Business

- **Election of Officers**

Lynnfield has a local election on April 11, 2023. Among the positions on the ballot is Robert Calamari for Library Trustee. Chair Calamari announced at the Meeting that he will be stepping down as Chair after the town election results are finalized on April 11. Accordingly, the election of officers was tabled until the May 2, 2023 meeting.

- **Refurbishment of Library Sign**

There was a general discussion on the refurbishment of the Library's outdoor sign. The Historical Society will have the sign taken down and refurbished by Markarian Sign, at the Society's expense. The Trustees will speak to the Historical Society and have them ask Markarian Sign to take a look at the post to make sure it is structurally sound.

8. Adjournment

There being no further business, a motion was made and unanimously approved to adjourn the meeting at 8:01 p.m. The next monthly meeting of the Board of Trustees will be Tuesday, May 2, 2023 at 6:30 p.m.

Respectfully submitted,

Geraldine Karonis

Secretary