

**Lynnfield Public Library
Minutes of the Board of Trustees
April 4, 2018**

CALL TO ORDER

- Meeting was called to order by Bob Calamari at 6:42 pm at the Lynnfield Public Library, Green Room. Roll call was taken. Present were, Bob Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Janine Rodrigues-Saldanha, Holly Mercer, Director and Patty Nutile, Secretary. Chair informed the attendees that the meeting was being recorded.

APPROVAL OF MINUTES

A motion was made and seconded to accept the minutes of the March 6, 2018 and March 20, 2018 meetings as rendered and amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

FINANCIAL REPORTS

- Monthly Financial Summary: The February 2018 Financial Summary indicates expenditures are on track. We are monitoring our Program Expenses internally. Our Computer & Accessories line item will be used to replace public computers. Other Professional funds will be used for the Lynnfield Library Building Committee's (LLBC) secretary and programmers' fees. Previously approved Capital Funds will be used to install a telephone in the elevator and to pay for the emergency exit door.

A motion was made and seconded to accept the February 2018 Financial Summary as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

- State Aid Monthly Summary: We have a balance of \$25,000 in State Aid and do not have any additional anticipated expenses this fiscal year.
- FY19 Budget Meeting: Holly Mercer, Russ Boekenkroeger and Chris Mattia met to discuss our FY19 Budget. Holly and Russ were asked to attend the April 9 Finance Committee meeting.

DIRECTOR'S REPORT

- Library Building/Septic Backup: Testing came back negative for fecal coliform on the books tested and the insurance company is not going to cover the cost of replacing books. Other pathogens were not tested for adequately, in the opinion of the Board of Trustees. The DPW will pay for the cleanup and the flooring, the cost of which they estimate will be under the \$5,000 insurance deductible threshold. We have disposed of the affected books in the basement and plan on replacing those necessary to our collection. A spreadsheet of these books with replacement costs will be created. It was suggested that the Town consider adding a \$5,000 emergency reserve line into each town department's budget to cover insurance deductibles.

In the future, "The Flooding and Sewage Backups: Home Care Guide" provided by MEMA (Massachusetts Emergency Management Administration), will be a good reference source.

- 'Wonder'ful Community Read: The Community Read kicked off with community members reading to students in the elementary schools. With a Rotary grant, "We're All Wonders" books

were given to the elementary schools and “Wonder” books to the fifth grade classrooms. A donation from the Savings Bank was used towards purchasing “We’re All Wonders” books for the preschools. Positive feedback has been received. A puppet show was held on Monday. Holly is looking for 2 others to join her Wonder Panel Discussion. The Friends are thinking of using the “Hidden Figures” book next year for the Community Read.

- Suspension of Patrons: Five middle schoolers were suspended for 12 weeks due to inappropriate behavior.
- Strategic Planning: Our Strategic Plan is scheduled to be completed in September. At the April 9 Department Head meeting, Holly Mercer and Greg Pronevitz will discuss the elements of the plan each Department Head decided to be responsible for. Next, the committee will be chosen and will meet two times. The first time will be to decide what questions to ask the community and the second to compile our priorities based on the data collected.
- Community Outreach and Engagement: A space was provided in the Library lobby for the Mom’s Group to collect for Uncommon Threads. We will have a booth at Geraniumfest on May 12. Girl Scout Troop #78179 put together a craft project for children visiting the Library for their Bronze Award project. Art in Bloom will be held next week.
- Highlights from the Department Heads: Samantha Cabral continues to reach out to locate a trainer for the June staff meeting to speak about mental health awareness.
- 2017 Annual Report: Our 2017 Town Annual Report was distributed. It was suggested to summarize trends in a table and to add the formation of the Lynnfield Public Library Foundation. It was suggested to post the report in teacher’s rooms at the Lynnfield schools.
- Library Statistics: During March 2018, Hoopla had the highest checkouts since we purchased it and usage of Overdrive eBooks and audiobooks increased 30%. Reference transactions have been either steady or increasing throughout the year.
- Here’s What’s Happening at the Lynnfield Library in April 2018: April is a busy month with lots of programs, including: Bill Sano’s music program, ‘Three to Get Ready’, Qi Gong classes and a program about social security, the first in the ‘It’s Your Money’ series.

A motion was made and seconded to accept the Director’s Report as rendered. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

LIBRARY BUILDING PROJECT

- Lynnfield Building Project: A Lynnfield Library Building Committee (LLBC) meeting is being planned to be held before Town Meeting. After Town Meeting, the LLBC will be looking for a replacement for the Planning Board liaison and a participant from the Zoning Board.

NEW BUSINESS

- Review of Lynnfield Public Library Policies: Rules of Behavior: The Rules of Behavior policy was updated, including shortening some language and adding library ‘property’. There is a trend to make Library Rules of Behavior policies very short. A balance needs to be found, as it is impossible to list all behaviors, while making sure you cover enough situations.

A motion was made and seconded to accept the updated Lynnfield Public Library Rules of Behavior Policy as rendered. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

- Board of Library Trustees Meeting 2018-2019: The draft of the Board of Library Trustees Meetings 2018-2019 was distributed.

A motion was made and seconded to accept the proposed Board of Library Trustees Meetings 2018-2019 as rendered. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

- Library Holiday Schedule 2018-2019: The draft of the Library Holiday Schedule 2018-2019 was distributed.

A motion was made and seconded to accept the proposed Library Holiday Schedule 2018-2019 subject to adjustments the Director may make based on the Town's December 24 holiday schedule. The vote was unanimous. Motion passed. (Rich Mazzola/Russ Boekenkroeger)

- Rail Trail Requests: A patron requested to schedule space for a community meeting at the Library and to display a 30" x 30" documents. Our Library Space Policy states that due to lack of a meeting room and overall space constraints, there are no areas available to reserve. Our Library Public Bulletin Policy allows us to post, upon approval, items no larger than 8 ½" X 11" on our public bulletin board located in the lobby.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:45 pm. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

NEXT MEETING DATE

Tuesday, May 1, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary
April 24, 2018

Documents distributed:

- Agenda, April 4, 2018
- Draft of March 6, 2018 Minutes
- Draft of March 20, 2018 Minutes
- Monthly Financial Summary for February 2018
- FY2018 State Aid Detail Report as of February 2018
- Director's Report, March 2018
- 2017 Annual Report – Lynnfield Public Library
- Library Statistics, FY2018 Third Quarter
- Lynnfield Public Library Rules of Behavior – Draft Update
- Lynnfield Public Library Board of Library Trustees Meetings 2018-2019
- Lynnfield Public Library Holiday Schedule 2018-2019
- Here's What's Happening at the Lynnfield Public Library in April 2018