

**Lynnfield Public Library  
Minutes of the Board of Trustees  
March 6, 2018**

**CALL TO ORDER**

- Meeting was called to order by Faith Honer-Coakley at 6:45 pm at the Lynnfield Public Library, Director's Office. Roll call was taken. Present were, Bob Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Janine Rodrigues-Saldanha, Holly Mercer, Director, Patty Nutile, Secretary and guest, Greg Pronevitz. Vice-Chair informed the attendees that the meeting was being recorded.

**COMMUNICATION**

- Email: Rich Mazzola acknowledged the email that Holly Mercer sent to the Trustees and stated that a discussion would take place soon.
- Articles: Two articles, "Planning Commissioners Journal" and "How to Win at the Ballot Box / Budgets & Funding", were distributed. It was suggested to send the Board of Selectmen and the Town Administrator the "Planning Commissioners Journal" Article.

**APPROVAL OF MINUTES**

A motion was made and seconded to accept the minutes of the February 5, 2018 meeting as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**FINANCIAL REPORTS**

- Monthly Financial Summary: The January 2018 Financial Summary indicates expenditures are on track. Julie McCarthy, Town Accountant, discussed transferring certain expenses from our Program Supplies to our Other Professional line, in accordance with the Uniform Massachusetts Accounting System. She will also look into adding project codes to all of our Programming Expenses, which would allow us to gather them together for monitoring purposes. Our Computer & Accessories line item is for technology. The Library Expansion Fund will be used for the architect's drawings and video and our project manager's invoices.
- State Aid Monthly Summary: The only reoccurring State Aid expense is our yearly membership to the Wakefield/Lynnfield Chamber of Commerce. All others are a one-time charge for various expenses. A letter was received acknowledging the Library Foundation's 501 C (3) application. State Aid balance at year end should be around \$33,000.

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

**DIRECTOR'S REPORT**

- National Endowment for the Humanities: The National Endowment for the Humanities offer several grant rounds, which will be looked into in the future.
- The Massachusetts Library Legislative Day: Holly Mercer, Russ Boekenkroeger and Greg Pronevitz met with Representative Brad Hill and Representative Brad Jones's aide, Paige. A

packet of Library Building Project material was given to Paige for Brad Jones. Greg shared that it is important to place calls or email our representatives and senators, asking them to support libraries. To make canned emails more effective, one should change the subject line and write a personal statement in it.

- Lynnfield Building Project: Holly Mercer, Russ Boekenkroeger, Rob Dolan, Town Administrator, John Sayre-Scibona, Project Manager and Steve Todisco, Lynnfield Library Building Committee, met with Rawn Architects to discuss our vision for the new building. Rob was impressed and suggested having the Board of Selectmen meet with Rawn.
- Summer Reading Program (SRP), “Libraries Rock”: A “High Flying Dogs” program will be held on the MarketStreet green to kick off our summer reading program.
- Community Read: Our Community Read will revolve around the book, “Wonder” by R. J. Palacio. Events to take place include: a Panel Discussion on April 28 with Tom Adamczyk, Mental Health Professional, a PTO member and two others; story times on Friday mornings at MarketStreet, based on the “Wonder” themes and a StoryWalk of the book “We’re All Wonders” at MarketStreet. Holly is waiting for the elementary schools principals’ approval to allow Rotary Club members to read to their students. Holly and Victor Saldanha are working on a grant and the Rotary has committed to purchasing the books for the elementary schools.
- Library Holiday Schedule 2018: Town hall does not have its 2018 holiday schedule. Hopefully, they will next month to aid the Trustees in their decision on our Christmas Eve closing. Typically, we close on Christmas Eve at 1:00 pm. Because it falls on a Monday this year, it was suggested to close for the whole day.
- Friends of the Lynnfield Library (FOLL): Friends Board Member, Alison Squadrito has generously offered to store donated books at her home, while the basement is closed.
- Library Services: Lynnfield Library patrons shared what they love about libraries, as part of the MBLC’s “LoveLetters for Libraries” program. The link to their responses is:  
[https://drive.google.com/file/d/1hn-\\_CmylTmPVDZEex8PtXgXv\\_U6vdFyq/view?usp=sharing](https://drive.google.com/file/d/1hn-_CmylTmPVDZEex8PtXgXv_U6vdFyq/view?usp=sharing)
- Community Outreach and Engagement: The Library’s Chinese New Year Party was featured on the front page of the *Villager*.
- Highlights from the Department Heads: Samantha Cabral will be attending the PLA conference this month. She has found a speaker to train the staff about mental health awareness and will be setting up a date.
- Library Statistics: Circulation is steady or increasing, which does not seem to agree with the attendance number provided by the people counter. We will run both the old and new counters simultaneously. Curious about Cuisine saw 35 attendees this month.

A motion was made and seconded to accept the Director’s Report as rendered and amended. The vote was unanimous. Motion passed. (Rich Mazzola/Janine Rodrigues-Saldanha)

## **LIBRARY BUILDING PROJECT**

- Next Steps: The potential New Building Article for April Town Meeting is still a work in progress.

## **NEW BUSINESS:**

- Strategic Planning: Lynnfield resident, Greg Pronevitz, is volunteering his time to help with our Strategic Plan. He spoke about the Library Strategic Planning process. In order to receive a grant from the MBLC, a Strategic Plan must be filed by October 1, the year we make the Letter of Intent. Once we have a Plan the update to our Action Plan must be filed by December 1. The Plan should be for 3 – 5 years. The Plan needs a Vision and Mission Statement, an assessment of our community needs, a description of the Planning methodology and the Trustees need to approve it. Holly Mercer's goal is to complete the plan in less than 10 pages with a one page summary. Each Library Department Head will organize one aspect of the Strategic Planning process. Nicole Goolishian will take care of the data collecting and Jonathan Nichols will be designing it. The timeline is to begin in April and finish in September. We will publicize sections of the Plan as we go along. A committee of less than 10 should include parents, students and members from the Trustees, the Finance Committee, the Board of Selectman, the Senior Advisory Committee, the Recreation Committee, book clubs and Curious about Cuisine. A status for the committee needs to be decided. It would either be a sub-committee of the Board of Trustees (formal and under the Open Meeting Laws) or under the Director (less formal).
- Review of Lynnfield Public Library Policies: Internet Access Policy: The policy was updated, including the services provided along with the internet. Patrons are agreeing to our Internet Access Policy by viewing the policy on screen before using our public computers.

A motion was made and seconded to accept the Internet Access Policy - Revisions Feb/March 2018 as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

- Status of Septic System and Incident Clean Up: The basement was tested for bacteria today by Universal Environmental Consultants, the same company that tested the air quality and surface mold tests in January after the roof leaking. The insurance company is looking at replacement costs for carpet, carts, books, etc. We are waiting for the results. Rob Dolan stated that no major decisions will be made unless approved by the Library Director. Town Administration felt that the Library is responsible for the deductible, somewhere between \$500 and \$5,000. The Trustees refuse to pay any insurance deductible with library funds for an insurance policy that is procured at the town level, which we had no input to and which is covering work for which the DPW is responsible.
- Patron and Staff Security Discussion: The recent events at the Winchester Public Library brought up Library security. Holly Mercer requested that the staff communicate if they see anything suspicious. She would like to have staff security training and panic buttons installed that connect directly to the police department. Unstaffed areas, genealogy, the basement and the children's room on nights and Saturdays, are a concern. Having closed circuit TV in these areas may be a solution.

## **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 8:46 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**NEXT MEETING DATE**

Tuesday, April 3, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary  
March 27, 2018

**Documents distributed:**

- Agenda, March 6, 2018
- Draft of February 5, 2018 Minutes
- Monthly Financial Summary for January 2018
- FY2018 State Aid Detail Report as of January 2018
- Director's Report, February 2018
- Library Statistics, FY2018 Third Quarter
- Internet Access Public – Revisions Feb/March 2018
- "Planning Commissioners Journal" Number 75, Summer 2009
- "How to Win at the Ballot Box / Budgets & Funding", [Library Journal.com/2018/02budget-funding/win-ballot-box-budgets-funding/](http://LibraryJournal.com/2018/02budget-funding/win-ballot-box-budgets-funding/)
- Here's What's Happening at the Lynnfield Public Library in March 2018