

**Lynnfield Public Library  
Minutes of the Board of Trustees  
May 1, 2018**

**CALL TO ORDER**

- Meeting was called to order by Faith Honer-Coakley at 6:46 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 April 4, 2018 meetings as rendered and amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

**FINANCIAL REPORTS**

- Monthly Financial Summary: The March 2018 Financial Summary indicates expenditures are on track. We expect to go over in our Registration/Seminar line item, which will be offset by other lines. We plan to use Computer Accessories funds to purchase new Launch Pads, early literacy devices, for the Children's Room and circulate the older ones. Two invoices were paid to our project manager from the Library Expansion Gift. Our FY18 Capital Funds will be used to install a telephone in the elevator and to pay for the emergency exit door. Monies collected from lost and damaged items are deposited into the Lost Books Revolving Account and used to replace items. If a patron finds a lost book, they are eligible for a refund. We will purchase two retractable banners for programs held outside of the Library. We will purchase a few fire ladders for the upper floors for safety purposes.

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

- State Aid Monthly Summary: As of March 2018, we have a balance of \$33,775 in State Aid and do not anticipate any further substantial expenses this fiscal year.

**DIRECTOR'S REPORT**

- Library Statistics: During April, there was great community participation in our Community Read, which contributed to over 2,000 attendees at youth programs and 380 at adult programs. The programs were held at the Library and offsite. As more of the April statistics are updated, it is anticipated that there will be a greater than two percent increase in circulation. Hoopla usage has been strong over the last few months.
- Library Building: At the April Town Meeting, \$48,000 was approved for multiple Library building needs and to replace the books damaged during the septic backup. It was suggested to request from Rob Dolan reports showing how the money is spent and also, how the Engineering Study Capital Funds were spent. Holly Mercer will work with the DPW to create a timeline, as the Library may need to be closed to complete some of the items. Also, the garden club will need to plant around the work schedule. A request was made to have the DPW remove the dead shrub located under the Palladian window.

- Friends of the Library (FOLL):
  - The Volunteer Reception will be held on June 11 on the mezzanine and it will include the Friends' Annual Meeting. The volunteers will receive a card for ten free books from the Friends' book sale area. The FOLL Book Sale will be held on May 12. A table will be set up with informational materials about the new Library.
  - Suggestions, based on last year's event, for the next Laughter in the Library fundraiser were provided in the following areas: maximal seating, traffic flow, food service and division of labor.
- Geraniumfest/Kid's Day: Geraniumfest/Kid's Day will be held on May 12 at the Lynnfield Middle School. We will have a table there with informational materials about the new library.
- 'Wonder'ful Community Read: MarketStreet asked us to continue holding weekly story times through May and offered to purchase supplies for us. This may impact Jonathan Nichols' hours worked per week. The trustees appreciate Jonathan's work and are impressed with his success and are happy to accommodate him. The 'Wonder'ful Community Panel Member discussion went well.
- FY19 Operating Expenses: A copy of the FY19 Operating Expenses, approved at town meeting, was distributed. It includes a 3.61 % increase in staff continuing education and programming and office supplies.
- Mental Health Awareness Training: A three hour Mental Health Awareness Training will be held on an upcoming Friday.

A motion was made and seconded to grant Holly Mercer the discretion to close the Library on a Friday from 2 – 5 pm for a Mental Health Awareness Training for whichever date is feasible and to extend the invitation to other town departments who are interested in participating. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Rich Mazzola)

- Goals and Objectives: Holly Mercer will submit her goals and objectives to Bob Calamari and Rob Dolan. Amendments made were: 1) to the Priorities for FY19, #5: add the community, the Board of Trustees and the Friends of the Lynnfield Library and 2) to Ongoing organizational values, #1: add literacy. It was also suggested to provide what the goals mean, making them quantifiable.
- Adult Author Programs: Adult Author Programs will be held in May. A suggestion was made to contact the Massachusetts Adoption Resource Exchange (MARE) to see if they would be willing to have a program.

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

## **NEW BUSINESS**

- Strategic Planning: The Strategic Planning Committee will hold two meetings and view the draft plan online. The members should be from different demographics within the community. A draft of the charge was provided.

A motion was made and seconded to approve the Strategic Planning Committee Charge as rendered and amended. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Rich Mazzola)

#### **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 9:01 pm. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Janine Rodrigues-Saldanha)

#### **NEXT MEETING DATE**

Tuesday, June 5, 2018 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary  
May 16, 2018

#### **Documents distributed:**

- Agenda, May 1, 2018
- Draft of April 4, 2018 Minutes
- Monthly Financial Summary for March 2018
- FY2018 State Aid Detail Report as of March 2018
- Director's Report, April 2018
- Library Statistics, FY2018 Fourth Quarter
- FY2019 Budget – Town Meeting Amounts
- Lynnfield Public Library – Strategic Planning Committee Charge
- Here's What's Happening at the Lynnfield Library in May 2018