



Lynnfield Public Library

Minutes of the Board of Trustees

October 3, 2023

1. Call Meeting to Order

This meeting was called to order at approximately 6:30 p.m. by Robert Calamari, Chair. Roll call was taken and those in attendance were: Robert Calamari, Chair; Faith Honer-Coakley, Vice-Chair; Russell Boekenkroeger, Trustee; Andrew Kenneally, Trustee (virtually); Abigail Porter, Library Director; Gerri Karonis, Secretary; and Joe Gallagher, Member of Lynnfield Library Building Committee as well as the Finance Committee. Trustee Richard Mazzola was traveling outside of the country and unable to attend.

Mr. Calamari informed the Board and those in attendance that the meeting was being recorded and that the Minutes would be available as soon as possible after the conclusion of the meeting.

2. Approval of Meeting Minutes

- **8/31/2023 Meeting**
- **9/5/2023 Meeting**
- **9/11/2023 Meeting**
- **9/22/2023 Meeting**

Following motion made, the Board voted unanimously to approve the Minutes for the meetings held August 31, 2023, September 5, 2023, September 11, 2023, and September 22, 2023.

3. Past Month's Financial and State Aid Reports

Ms. Porter reported that the Library purchased two new public computers. The costs for the new library building project website advanced by Sarah Kelley were reimbursed out of the state aid fund, approximately \$350. The cost for the Charles Wills digitization project has been added to the budget. Ms. Porter ordered 200 copies of the Library's strategic plan, and those costs will be reflected in next month's budget.

Ms. Faith Honer-Coakely inquired about the "designated donations" under "library gifts" found on page 9 of the budget, and when those funds might be withdrawn. Ms. Porter responded that the Library receives donations or gifts from various sources. By way of example, when Barbara Adams passed away, her daughter asked that in place of flowers, donations might be made to the Library. Another group of donations were made for someone's birthday. Because Barbara Adams helped to start the "Curious about Cuisine" program, in her honor, some of the funds were recently withdrawn for that purpose.

Following motion made, the Board voted unanimously to approve the Financial and State Aid Reports for August 2023.

4. Director's Report

Building

- All DVDs have officially moved to their new home by the Genealogy Room. The Library has received positive feedback about the consolidation of the DVDs.
- The Library of Things has moved to its new home where feature films previously were located.
- The adult graphic novels were moved back upstairs to their original home.
- The Xerox copier lease was expiring so a new staff copier was ordered and is being delivered this week. The new copier is the same one used by Town Hall.
- Stair treads on the back staircase to staff offices/mezzanine were noticed to be splitting on 9/5. At the Library's request, DPW taped the splits for safety purposes and will be replacing the treads.
- On 9/13, staff noticed that outlets on the Arlington side of the building, aside from one, do not work unless the heat is on, or are completely non-functioning. DPW was notified.
- Graffiti in the Men's Room returned on 9/20. DPW was notified to paint over it again.
- A new leak over the Circulation Desk was detected on 9/21. A temporary patch was placed following leaks in January. Ms. Porter understands the Library has been "bumped up the list" with the sprinkler company. Ms. Porter believes that this recurring problem is a health concern and needs to be addressed immediately by DPW.
- On 9/26 a small leak in the basement near the box with the main on/off switch for the electrical system was detected and reported to DPW.
- Ongoing phone issues: after-hours voicemail is not working and the Reference phone cuts in and out. Ms. Porter was hopeful the problems were resolved but then new problems developed. Troubleshooting continues.

Outreach

- Alexandra Lambright joined A Healthy Lynnfield Middle School Council this month to help them create "happy notes" for Red Ribbon Week. From October 23rd to October 31st "happy notes" were placed in New Adult books and Young Adult books.
- Alexandra Lambright was invited to be a mystery reader at the Tower Day Bookfair. She read for a group of approximately 20 children and then talked with families about what the Library has to offer. Each family left with a folder containing information about what services and programs are offered for young children, and the children received Lynnfield Library stickers.
- The Lynnfield Moms Group has offered to work with the Library to purchase "Reading Buddies" for our 1,000 Books Before Kindergarten program. They have also purchased a Toniebox with several characters for the Library of Things.
- Joan Carbone and Abby Porter led a Storytime at the Lynnfield Moms Group Touch-a-Truck with a crowd of 116 children, parents, and caregivers.

Staffing

- Ms. Porter was pleased to report that Sarah Boçi accepted the position of Administrative Assistant to follow the retirement of Patty Nutile.
- Ms. Nutile's retirement party is currently being planned.
- Christian Kelly has started as a part-time Circulation Assistant.

Programming

The Library was pleased to relaunch “Curious about Cuisine” for the first time since 2020. Steve DiFillippo from Davios’ Northern Italian Steak House was in residence, and he prepared gnocchi for the standing-room-only crowd.

The Massachusetts Board of Library Commissioners (MBLC) approved the Library’s Strategic Plan.

The Library is now officially a KultureCity® Certified sensory inclusive venue. A press release will be issued next week.

Ms. Porter transported Charles Wills’ original photographs to the Northeast Document Conservation Center (NEDCC) for scanning. The photographs were insured.

Tech Services is working on a new program called “Lucky Day Books” for highly sought-after books. Under this new program, patrons might gain earlier access to a book than they would with the standard reservation system.

Tea Time is going to be moved to Mondays with the expectation it might encourage a wider attendance.

Following motion made, the Board voted unanimously to approve the Director’s Report for September, 2023.

5. Old Business

- **Library Building Update**

In September, the Lynnfield Public Library Board of Trustees appeared at two public meetings concerning the new proposed library: one at a joint meeting with the Select Board and the Library Building Committee, and another before the Finance Committee. The Select Board voted 3 to 0 to not recommend the new Library Building Article before the Town Meeting on October 16, 2023. The Finance Committee voted 6 to 5 to not recommend the new Library Building Article.

A detailed discussion followed to address the concerns raised.

The Trustees commended the efforts of the Friends of the Lynnfield Library to support the new proposed library. Mr. Gallagher believes there were over 100 yard signs in place supporting the new library. Efforts are underway to have Kevin Bergeron of Rawn Associates modify the renderings of the new library to address concerns raised by some that the new proposed library is not consistent with the character of Lynnfield.

The Lynnfield Public Library Board of Trustees hopes to convince the voters at the Town Meeting on October 16, 2023, that approval of the new library will shape the future of the Town in a transformative way.

- **Strategic Planning Committee Update**

The Strategic Plan was completed and professionally printed. Copies will be provided to the Trustees next week. Ms. Porter thanked the Board for its help.

6. New Business

Not applicable.

7. Adjournment

There being no further business, a motion was made and unanimously approved by the Board to adjourn the meeting at approximately 7:33 p.m.

Respectfully submitted,

/s/ Gerri Karonis
Geraldine Karonis
Secretary