

**Lynnfield Public Library**

**Minutes of the Board of Trustees**

**May 2, 2023**

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LYNNFIELD, MA

**1. Call Meeting to Order**

The meeting was called to order at approximately 6:30 p.m. by Chair Robert Calamari. 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; Andrew Kenneally, Trustee; Abigail Porter, Library Director; Marita Klements, Assistant Library Director; and Gerri Karonis, Secretary. Trustee Richard Mazzola appeared for the meeting remotely. 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. Approval of Meeting Minutes**

Following discussion, a motion was made and unanimously approved to accept the Minutes of the Board meeting held on

- April 4, 2023 and
- April 18, 2023 with modifications.

**3. Past Month's Financial and State Aid Reports**

Ms. Porter reported that operating expenses are running on schedule. Funds for the additional salary costs were approved at the Town Meeting on April 24, 2023, and transferred as needed.

The second part of the state aid for a total of \$25,690 has been received.

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

**4. Director's Report**

Ms. Porter reported that vandals dropped beverages into the overnight book drop off box, which was recently relocated to the driveway between the Library and the Church. Thankfully the books were wiped dry without damage. Ms. Porter indicated that if it happens again she may reach out to Police Chief Nick Secatore, who in the past has offered to put a camera on the drop off box.

The Library has placed "Staff Only" signs to appropriate areas of the Library to protect them from filming by self-anointed "1<sup>st</sup> Amendment auditors." Staff have been given strict instruction how to interact with any such auditors. The "auditors" also appeared at the Town Hall a few weeks ago.

Ms. Porter was pleased to report that Anthony Metrano of the Fire Department provided CPR

and AED training to 8 members of the staff who volunteered for the training. The Fire Department encouraged Ms. Porter and her staff to reach out with further questions.

Ms. Porter met with A Healthy Lynnfield, Lynnfield for Love and the Congregational Church to collaborate on a \$15,000 Rockland Bank Trust racial equity programming grant. If approved, the grant would be used to foster programming to encourage inclusion.

Ms. Porter is also exploring a collaboration with KultureCity, an organization highly recommended by the Wakefield Library Director. KultureCity provides sensory inclusive training for patients who may experience sensory issues. The company also has an app that could give guidance and directions to such patrons attending the Library for the first time. The Board agreed that this would be a worthy project. The cost is \$750 for the first year. A question arose whether the Lynnfield Public Library Foundation might serve as the source for the KultureCity funding, but some members of the Board explained why this would not be possible. Ms. Porter believes she will be able to find other sources to fund this program.

Ms. Porter and her staff are working towards completion of Indiana University's online dementia-friendly training. Once 50% of the staff have completed this training, the Library can report that it is a dementia-friendly organization. The Library continues to pursue training with the Lynnfield Senior Center and the Greater Lynn Senior Services (GLSS) in the fall in hopes that the collaboration can springboard to setting up memory cafés. Memory cafés are pop-up events designed to enrich the lives of those suffering from dementia by music, among other things. The Board was fully supportive of a collaboration with the Senior Center.

The Library saw changes to its staff in April. Maxwell Close resigned his position as part-time circulation technician to pursue a full-time position elsewhere as a town clerk. Carolyn Livingstone, a circulation sub, applied for and was hired for the technician position. Jeana Tecci was hired as a library page and has already started. Barbara Camann resigned her page position, leaving just 2 other pages - Ruby Struble, who is pursuing a library degree, and Nathalie Lilley.

The Library's new website rolled out last week, with only a few "bugs" to resolve. The rollout was featured in the Library newsletter. The Library's Facebook page had received 44 "likes" at last count.

Krista McLeod from the MLA Intellectual Freedom Committee will be providing training to staff on customer service.

There are 4 Chromebooks kits for in-library lending and 3 long term Chromebooks earmarked for children's usage over the summer.

Adult services had a number of popular programs in April, including Art in Bloom and Bill Sano.

Youth services has relaunched its "1000 Books Before Kindergarten" program. Once a child reads 100 books he or she gets a coupon for a free book.

The Library's Summer Reading program kicks off on the Lynnfield Common on June 26, 2023 and ends August 11, 2023.

A motion was made and unanimously approved to accept the Director's Report for April, 2023 as

rendered.

## **5. Old Business**

- **Library Building Update**

Trustee Boekenkroeger was pleased to report that the MBLC approved the Library's grant, effective July 1, 2023. The Board members plan to meet as soon as possible to coordinate the next steps to enlist the Town's support.

Ms. Porter shared that there may be an additional 5% to 10% funding available from the MBLC.

- **Strategic Planning Update**

Ms. Porter stated that the contract with Deb Hoadley as consultant to the Strategic Planning Committee was signed. Ms. Hoadley will be finishing up her current position in the next couple of weeks and will then be available to move forward. A question was raised about certain text found on page 7, after Exhibit A to the contract. The concern expressed was that the language would permit Ms. Hoadley to run the community forums. The Board concluded the discussion by asking Ms. Porter to call Ms. Hoadley to confirm that she would not be leading any public forums.

- **Election of Officers**

As reported at the April 4, 2023 Library Trustees meeting, Chair Robert Calamari announced he will be resigning as Chair at the end of his term. The election of a successor chair is tabled until the next Board Meeting, June 6, 2023.

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

A motion was made and unanimously approved to accept the FY 2024 operating and capital projects budget as approved at the Town Meeting held on April 24, 2023.

## **6. New Business**

- **Library Outdoor Signage**

The Library's outdoor sign will be taken down shortly and refurbished by Markarian Sign at the Historical Society's expense. Several Trustees believe the post supporting the sign is structurally sound and merely needs cleaning.

- **Collection Development Policy**

Ms. Porter shared the existing collection policy with some proposed new language. After discussion, the Board agreed to table the discussion until the policy is approved by Town counsel, Tom Mullen.

- **FYE 6/30/24 Trustee Meetings and Holiday Closings Calendars**

Ms. Porter shared the proposed Board of Trustees Meeting calendar and holiday closing calendar for the balance of 2023 and fiscal year ending June 30, 2024. Ms. Porter asked if the Library would be open Saturday, November 11, 2023. (Veterans Day is observed Friday, November 10, 2023.) Ms. Klements inquired whether employees who might work that day would receive overtime.

There were 2 changes to the Board of Trustees Meeting calendars. While the Trustee Meetings are generally held on the first Tuesday of the month, the July meeting will be July 11, 2023 rather than July 4, 2023. The January, 2024 meeting will be held on January 9, 2024 rather than January 2, 2024.

A motion was made and unanimously approved to accept the Trustee calendars. The Board voted to table the decision on whether the Library would be open November 11, 2023 until after Ms. Porter speaks to the Town.

## **7. Adjournment**

There being no further business, a motion was made and unanimously approved to adjourn the meeting at 8:00 p.m. The next monthly meeting of the Board of Trustees will be Tuesday, June 6, 2023 at 6:30 p.m.

Respectfully submitted,

Geraldine Karonis

Secretary