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Lynnfield Public Library

TOWN CLERKS OFFICE
LYNNFIELD, MA

Minutes of the Board of Trustees

June 6, 2023

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; Richard Mazzola, Trustee; Andrew Kenneally, Trustee; Abigail Porter, Library Director; Marita Klements, Assistant Library Director; and Gerri Karonis, Secretary. Mr. 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 May 2, 2023, with minor modifications.

3. Past Month's Financial and State Aid Reports

Ms. Porter reported that additional state aid in the amount of \$25,690 was received.

Ms. Porter has been reviewing the Library's operating expenses and needs with the June 30 fiscal year end in mind. She expects to spend 100% of the available budget by the close of the fiscal year 6/30/23. The Library purchased a new phone for the circulation desk. The Library will also be purchasing 2 new computers, possibly 3, to replace non-performing computers. The Library has also retired certain unused databases and will be purchasing Kanopy, a streaming service for movies, documentaries, tv shows and educational programs. Patrons will be able to download this free app on their tvs or other devices through Roku, Amazon Firestick or similar platforms. Patrons will be permitted 7 uses per month to start, but the number of uses can be increased or decreased depending on the Library's budget. Patrons can also access Kanopy through other libraries, such as the Boston Public Library, to increase their viewing allotments. Children's collections do not count towards the allotted uses. Kanopy will be launched later in June, and will be in addition to the Library's current offerings of Hoopla and Libby. Ms. Porter may deposit additional funds with Libby if the funds are available before the end of the fiscal year.

The Library has received positive feedback about its new website from many groups, including ESOG (Essex Society of Genealogists). The Library funded a support program with its website developer to assist with updates and/or revisions in the coming year.

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

4. Director's Report

On June 26, 2023, the Library's Summer Reading Kick-Off Party will take place on the Lynnfield Common. The event is sponsored by Friends of the Lynnfield Library and Wakefield Cooperative Bank. Ms. Porter anticipates this will be a popular event and does not believe a police detail will be required.

Ms. Porter is monitoring increased humidity in the Genealogy Room. The Library has placed dehumidifiers in the room.

Ms. Porter reported another open beverage was placed into the overnight book drop off box. Thankfully, the books were wiped dry without damage. Ms. Porter spoke to the Assistant Principal at the Middle School, who spoke to the student(s) believed to be involved and their parents. Ms. Porter also reported this to the Police Chief. It is hopeful that there will be no further incidents.

Ms. Porter reported some unwelcome graffiti in the Library's men's room. Library staff was able to remove most of the graffiti but DPW has also been called to repaint the wall.

A Lynnfield Middle School teacher brought to Ms. Porter's attention that a student challenge edition of Beanstack was available. Ms. Porter was happy to expand the Library's current subscription to include the student challenge edition.

Ms. Porter reported that the Massachusetts Department of Public Health awarded a \$15,000 grant for accessibility improvements in Lynnfield, Melrose, Stoneham, and Wakefield. The purpose of the grant, known as a "Community Health Inclusion Index Mini Grant," is to make the community more accessible for people with disabilities, including people with mobility limitations. The group visited the Lynnfield Library and suggested Lynnfield obtain chairs with arms to make it easier for individuals to get up. The group also visited the Lynnfield Meeting House and recommended a ramp for the Meeting House. The group will fund its construction.

Ms. Porter looks forward to collaborating with Citizens Inn of Peabody in the very near future. Citizens Inn provides housing and other assistance to individuals and families in transition.

Sadly, Ruby Struble will be leaving her Library post to pursue a full-time employment at a library in Amesbury. Cathy Ricciardone is joining the Library as a page. The Library needs to hire a Saturday page as well as more reference desk substitutes.

Ron Gagnon, Executive Director of NOBLE (North of Boston Library Exchange), retired after 35 years of service. Kathy Lussier, who previously served as Executive Director of SAILS, has been named Executive Director.

At the request of Essex Society of Genealogists, the Lynnfield Library sought and has been designated as a "FamilySearch" affiliated library. Lynnfield is one of only a few hundred libraries nationwide that has been designated as a FamilySearch affiliated library. Access to the site is gained in person at Lynnfield Library terminals.

Additional Library staff will participate in sensory training with KultureCity. Ms. Porter has committed to providing sensory training to at least 50% of her staff by August, 2023.

The Library now offers 3 long-term Chromebooks earmarked for children's usage over the summer, subject to another 12 week renewal. Ms. Porter reported that the Lynnfield Library and the Boston

Public Library are the only Massachusetts libraries to her knowledge that offer Chromebooks for long term loan.

Ms. Porter was pleased to announce that the Library anticipates launching a Seed Library In February to March of 2024. Library Vice-Chair Faith Honer-Coakley noted that Burpee offers a seed grant. Ms. Porter will look into this.

The Library is experiencing Wi-Fi outages on the staff secure line. NOBLE has been notified and is working on it.

Story Time is back on the Lynnfield Common. Ms. Porter would like to expand this program.

The Yoga group, through Zoom, remains popular.

The Book Group also remains popular. In May, the Group reviewed *The Librarian Spy* by Madeline Martin. Ms. Martin learned through social media of the upcoming review and was delighted to participate in the Zoom call.

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

5. Old Business

• Library Building Update

On June 1, 2023, the MBLC (Massachusetts Board of Library Commissioners) awarded \$883,672 to cover cost escalations for the new Library, representing 15% of the eligible costs. Trustee Boekenkroeger thanked Ms. Porter and the other Directors for their extraordinary work in pursuing the funding. A press release will follow shortly.

There was a meeting held with the subgroup of the Committee chaired by Philip Crawford to discuss the new Library building project, the grant's timing, and the Town's desires in pursuing the project at Town Meeting. Further meetings are scheduled.

• Strategic Planning Update

Ms. Porter had her first meeting with Deb Hoadley. Ms. Hoadley has also met with Library staff. She plans to meet with the Strategic Planning Committee members, ideally on July 11. There will also be community meetings on June 15, June 29 and August 3, 2023. Ms. Hoadley hopes to get the survey out by July 14.

• Library Outdoor Signage

The Library's outdoor sign was taken down and is being refurbished by Markarian Sign at the Historical Society's expense. The sign should be returned in a few weeks.

• Collection Development Policy

Ms. Porter has requested that the Board of Trustees approve the addition of 2 sentences to the existing collection development policy:

*Patrons requesting reconsideration of materials must be Lynnfield residents.
Materials may only be brought up for reconsideration once every two years.*

As directed by the Board at the May 2nd Meeting, Ms. Porter ran the proposed language by Attorney Tom Mullen, Town Counsel. Ms. Porter indicated that Attorney Mullen had no objection to the new language. Ms. Porter acknowledged the collection development policy and other policies of the Library warrant further review. The Board agreed that the collection development policy as well as other policies require further review.

After debate, 4 of the 5 Trustees voted to approve the new language as requested by Ms. Porter. Trustee Richard Mazzola abstained.

Ms. Porter announced that on June 15 there will be an MMA training on the Trustees' role in book challenges. The Trustees expressed an interest in attending the training. Ms. Porter will share the details of that training so they can participate

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

At the May 2, 2023 Board of Trustees Meeting, the Board accepted the Meeting and Holiday Closings Calendar for the balance of 2023 and fiscal year ending June 30, 2024. At the June 6 Meeting, 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.

6. New Business

- **Ratification of Library Director Salary for FYE 6/30/2024**

Town Meeting approved a salary increase to \$102,000 for Ms. Porter as part of the annual operating budget for the Library. Board of Trustees' approval of the recommended increase is required. After discussion, a motion was made and unanimously approved to ratify Ms. Porter's salary increase for the fiscal year ending June 30, 2024.

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, July 11, 2023 at 6:30 p.m.

Respectfully submitted,

Geraldine Karonis
Secretary