



Lynnfield
PUBLIC LIBRARY

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Lynnfield Public Library

TOWN CLERKS OFFICE
LYNNFIELD, MA

Minutes of the Board of Trustees

July 25, 2023

1. Call Meeting to Order

This virtual 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; Richard Mazzola, Trustee; Abigail Porter, Library Director; Deb Hoadley of Hoadley Consulting; Amy MacNulty, Lynnfield Planning Board; Jennifer Welter, Lynnfield Conservation Commission; James Bartlett; and Gerri Karonis, Secretary. Trustee Andrew Kenneally appeared for the meeting in progress. An individual named Alan Drake logged in to the virtual meeting but did not identify himself.

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

2. Welcome & Introduction – Ms. Deb Hoadley

Ms. Porter introduced Ms. Deb Hoadley, consultant to the Strategic Planning Committee.

Ms. Hoadley has met with the Library staff and the community focus group – or Strategic Planning Committee - on two occasions. The Strategic Planning Committee will meet for a third time on August 3, 2023.

Ms. Hoadley was pleased with the makeup of the Strategic Planning Committee. The notes of the Strategic Planning Committee meeting have been shared with the Trustees. The notes of the meeting with Library staff that took place on June 2 will also be shared with the Trustees.

There will be a retreat meeting on August 15, 2023 with Ms. Hoadley, Ms. Porter and Ms. Marita Klements, Assistant Library Director. At this meeting Ms. Hoadley will look at all the information gathered, and with Ms. Porter and Ms. Klements will come up with a draft mission statement with high level goals for the Trustees for review and approval. Then it must go to the Massachusetts Board of Library Commissioners in September so it may be reviewed and considered by October 1, 2023 for fiscal year 2024.

3. Strategic Planning Process Update

Ms. Hoadley explained that the Library has recently issued a Strategic Planning Survey that will serve as a blueprint for service enhancements for the Library for the next five years. The Survey closes August 9. As of the date of the July 25th meeting, there have been 123 responses. Ms. Porter plans to disseminate the Survey to as many community groups as possible, both in person and online. Ms. Porter confirmed that each member of the Strategic Planning Committee has been asked to share the Survey with his or her constituencies. Ms. Porter was aware that Christine Travers has disseminated the Survey to the Lynnfield Rotary. There was also a direct

mail of the Survey to the Friends of the Lynnfield Library. The Survey was also featured in the Library's monthly newsletter and is available in the entrance to the Library, both in paper format and via QR code.

4. MPLCP Grant Letter Received 7/13/23 - Building Plan Update

Director Porter reported that Lynnfield has been awarded an \$8.2 million building grant towards the construction of a new Library. An additional \$880,000 incremental award for materials cost escalation brings the total award up to \$9.1 million. If the Library were to receive LEED Platinum Certification,¹ there would be another \$250,000 available potentially. Ms. Porter shared that she hopes to meet with Senator Creighton to see if additional funds might be available under Governor Healey's capital budget.

Chair Calamari noted that the letter awarding the \$8.2 million grant did not identify the \$880,000 incremental award. Ms. Porter explained that the \$880,000 incremental award is contingent, and is 15% of the 15% of the eligible costs under the annual cap.

There are discussions underway to identify other costs not yet quantified, such as demolition of buildings and remediation of sites on Reedy Meadow. There are upcoming meetings with various subcommittees as well as a meeting with the Building Committee now being scheduled for August 23, 2023 to discuss the Project further. The Town has begun to move forward with contracting for an Owner's Project Manager.

The Trustees' goal is to have the matter placed as an Article in the Warrant before the Town Meeting in October of 2023. The Town of Lynnfield has until Monday, January 15, 2024 to identify its intentions on proceeding with the funding of the Library Project.

5. Community Vision Discussion

- 2040 Vision of Lynnfield Plan
- What challenges or issues is the community facing now?
- What do you wish you could do in Lynnfield that you currently are not able to do?
- One Word Exercise

2040 Lynnfield Vision Plan. Ms. Hoadley recommended strongly that the Library be represented at any Town meeting where the 2040 Lynnfield Vision Plan will be addressed. Ideally the goals of the Town and the Library will align and coalesce.

Challenges or Issues Facing the Community. Ms. Hoadley asked for the Trustees and Ms. Porter to share their thoughts with respect to challenges or issues facing Lynnfield. Among the topics discussed were the following. There has been a lot of deferred maintenance to Town facilities over the last twenty to thirty years. Recently there was a \$20 million school expansion project approved. A \$60+ million renovation to the Town, Police and Fire Station was also

¹¹ Trustee Mazzola asked for an explanation of the term "LEED Platinum Certification." Trustee Boekenkroeger explained that LEED Certification may be Platinum, Gold or Silver. There is a calculation based on eligible costs. Once the building is completed, the Town could opt to apply for further reimbursement. Trustee Boekenkroeger offered to get further information on this technical term if needed.

recently approved at a Town meeting. The anticipated new Library has an estimated cost of \$27 million (less grants to be received) and additional costs arising from Town commitments if the project is approved by Town Meeting and the debt at the ballot box. In addition to these projects, there are costs to be borne by two-thirds of Town residents to upgrade the Center Water District system. There is a sense of debt fatigue.

There is a need for a community teen center. There is a need for a centralized notification center in the Town so different groups are not holding meetings at the same time and/or place. There is a desire to build a recreation center, which for some might take priority over a new Library. There is pressure for more homes and more service. There is a strong need for a larger meeting space within the Library. The Lynnfield Meeting House and the Al Merritt Center are both in high demand.

It was noted that Library usage has gone up significantly since the Library construction grant was first applied for seven to eight years ago. Library usage has also evolved and continues to evolve. The Library provides not only books and services, but it also serves as a public place for townspeople to gather in during severe weather.

No other institution manages all these needs better than a public Library.

Ms. Porter is reading the book "Palaces for the People," which talks about a Library serving as a "third space." In her reading elsewhere Ms. Porter came across a memorable quote:

Bad libraries build collections.
Good libraries build services.
Great libraries build community.

Lynnfield has schools for students and a senior center for seniors, but it does not have a sufficiently large community-wide cost-free sustainable public place for all residents of all ages to gather and connect.

Needs/Wishes for Lynnfield that aren't being filled now. The following were listed as needs or wishes for Lynnfield residents:

- Gathering spot for quiet study
- Gathering spot in general for people to meet and connect
- Gathering spot for teens who might not be sports-minded
- Gathering spot for other underserved individuals
- Gathering spot for students during summer months
- Meeting space for homeschooled or tutored children
- Meeting rooms for early literacy
- Larger spaces for Story Hour
- Safe spaces for individuals with special needs or sensory issues
- Sufficient and safe parking spots for Library patrons and their families
- Bathrooms for families with strollers or individuals with mobility issues
- Non-gendered bathrooms
- Disability Commission
- Sustainability Commission

One Word for Lynnfield. These words were offered to describe the Town of Lynnfield:

- Welcoming
- Accepting
- Inclusive
- Cohesive
- Kind
- Belonging

6. Library's Role – Discussion Meeting the Community's Needs and Wants

- How will the Library play a role in meeting the needs and wants of the community?
- How will the Library remain relevant in the future (excluding building plan)?
- What will be the main priorities/goals for the Library in the next 5 years?

Library's Role in Meeting the Needs/Wants of the Community

The new facility will provide an opportunity to meet and better and more easily achieve and support the goals previously discussed. Some of the more important categories include:

- Programming, including via collaboration with other Town organizations
- Collection Development especially after review of Lynnfield 2040 demographics
- Technology – especially to improve Wifi and to expand bandwidth
- Innovation
- Outreach – multi-demographic; multi-generational; multi-cultural; multi-interest; and multi-access

Library Remaining Relevant and Priorities/Goals for the next 5 years

Ideas put forward to have the Library remain relevant as well as priorities and goals for the next 5 years included:

- Ability to target patrons based on interest
- Allow patrons to have coffee or tea while browsing books
- Regular teatime at the Library
- Cross training of staff
- Enhanced social media
- Improve technology to attract patrons
- Dedicated high tech station with software that patrons might not have at home
- Implementation of Makerspaces
- Pop up Libraries at community events
- Staff participation in Town groups and/or events
- Library vehicles
- Enhanced Library Hours
- Library to serve as a magnet for the Community

7. Next Steps

- August 3, 2023 - Strategic Planning Committee Meeting #3 – review survey results and look at mission, vision and goals
- Discussion of next milestones

Chair Calamari suggested that the wide-ranging discussion over two hours covered these topics in sufficient detail already without the need for additional comment. The other Trustees agreed. It was also agreed that the next Trustees' Meeting on August 22, 2023 should begin at 5:30 p.m. as there will be many topics and material to cover.

8. Adjournment

There being no further business, a motion was made and unanimously approved to adjourn the meeting at approximately 8:30 p.m.

Respectfully submitted,

Geraldine Karonis
Secretary