



**Lynnfield Public Library**

**Minutes of the Board of Trustees**

**September 11, 2023**

**1. Call Meeting to Order**

This telephonic meeting was called to order at approximately 5:30 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; Andrew Kenneally, Trustee; Abigail Porter, Library Director; and Gerri Karonis, Secretary.

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 Lynnfield Public Library Strategic Plan**

Subsequent to the August 31, 2023, Board of Trustee Meeting, Ms. Porter received further comments and suggested changes from some of the Trustees. On September 11, 2023, at approximately 2:45 p.m., Ms. Porter shared her final draft of the Lynnfield Public Library Strategic Plan. One Trustee remarked that he would have preferred a more formal tone in the "Message from the Library Director" section of the Strategic Plan. Ms. Porter replied that she had adopted the recommendation of consultant Deb Hoadley in keeping this section somewhat conversational. After discussion, and recognizing the upcoming deadline to submit the document, it was concluded that no further wordsmithing would take place. A motion was made to accept the Library's Strategic Plan as rendered by Ms. Porter. The Board unanimously approved the motion.

**3. Approval of Publication Plan of Lynnfield Public Library Strategic Plan**

Ms. Porter sought cost estimates from three graphic designers for the publication of the Strategic Plan. One designer had experience with the Weymouth Public Library, and charged \$95 per hour. Another designer, Isabella, with no library experience, quoted a \$45 hourly rate and estimated a cost of \$500 for roughly 11 hours of work. Another designer, Barbara Geoghegan, had experience with the New York Public Library, and quoted a \$40 hourly rate. After discussion, a motion was made to give Ms. Porter the discretion to select the graphic designer to be used for the publication of the Strategic Plan, with a cap of \$1000. This motion was unanimously approved by the Board.

**4. Adjournment**

There being no further business, a motion was made and unanimously approved to adjourn the meeting at approximately 6:00 p.m.

Respectfully submitted,

/s/ Gerri Karonis

Geraldine Karonis  
Secretary