



**Lynnfield Public Library**  
**Minutes of the Board of Trustees**  
**September 5, 2023**

**1. Call Meeting to Order**

This telephonic 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; and Gerri Karonis, Secretary. Trustee Andrew Kenneally appeared for the meeting remotely. Ms. Marita Klements, Assistant Library Director, joined the meeting in progress.

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**

Following minor requested changes, the Board voted unanimously to approve the Minutes for the meeting held on August 22, 2023, as rendered.

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

Ms. Porter noted that the July Financial Reports did not in all instances reflect the cash account balances, awaiting the close of the fiscal year ending June 30, 2023. Once the books are closed, the issue will be resolved.

The Report for August reflected staff salaries were slightly higher due to a number of employee vacations taken in July and August of 2023.

Following motion made, the Board voted unanimously to approve the Financial and State Aid Reports as rendered.

**4. Director's Report(s)**

Ms. Porter provided the Director's Reports for June 2023, and August 2023.

**Circulation Statistics**

In mid-June 2023, the Library launched Kanopy, an on-demand streaming video platform financially supported by public libraries and universities. When first launched, the Library had 17 account holders. Within 6 weeks, account holders grew to 42.

Staff registered 81 new Library accounts, which is the highest number dating back to May 2008.

The total circulation of physical items was 7,536. The Library's most circulated collections are Adult Fiction (1176) and Children's Picture Books (967).

Libby usage was once again up 9% over last year, with a total of 1,626 checkouts.

The total number of hoopla checkouts was 379, an increase of 70% over last June, with the most popular collection once again the Adult Fiction Audiobooks.

Total In-Library attendance was 10,152, which was the highest recorded total for fiscal year 2023.

### **Social Media/Website Statistics**

- 376 Twitter Followers, up from 373 in July
- 1475 Facebook Followers up from 1466 in July
- 1249 Instagram Followers, up from 1238 in July
- 2028 Newsletter Subscribers, up from 2026 in July
- Newsletter opening rate was 57%, from 49% in July
- 6 newspaper mentions, down from 14 in July
- 90,000 website hits, an increase of 46% from fiscal year 2022

### **Building**

There was a small leak around the boiler following a heavy rainstorm on August 8, 2023. The DPW was called and responded very quickly. DPW believed the water seeped in from the foundation. Fortunately, there are no electrical outlets nearby. When asked by the Board whether pictures of this leak were taken, Ms. Porter remarked that staff did not take pictures, but the Library's water leaks are well documented.

Perkins Handyman Services replaced the tread on the stairs leading to the Green Room.

Jon Paddock washed the front of the Library.

### **Outreach**

The Library hosted a donation drive for Project 351, a non-profit group focused on youths for positive change. The focus of this particular drive was to collect donations for veterans and families of deceased veterans. Ms. Porter intends to reach out to the thoughtful eighth graders who organized the drive to see if they might be available for a photo for the Library's Facebook page or newsletter.

The Library collected 4 boxes of items to stuff backpacks for Citizens Inn.

Following the direction of many libraries across the Commonwealth of Massachusetts, the Library will be hosting a Read-In on the Lynnfield Common on Saturday, September 30, 2023. Also on that date, Miss Joan will hold a Story Time, and the Friends of the Lynnfield Library will be hosting their annual Fall Book Sale in the Meeting House.

The Library received three leather armchairs from the Community Health Index Accessibility grant.

## **Staffing**

Sadly, the Library lost Stef Verry and Jillian Toomey, part-time circulation technicians. Christian Kelly has been hired as Stef's replacement and will start on September 6. The Library is looking to hire Jillian's replacement, as well as a part-time page for Saturdays.

During July and August 2023, 12 teen volunteers contributed over 125 hours to cleaning and straightening collections throughout the Library.

## **Summer Reading**

Summer Reading concluded with the Town of Lynnfield reading over 2,000 books this Summer. Raffle prize winners were chosen and were very excited when they picked up their prize bags.

The Library also partnered with The Topsfield Fair for its "Read and Win" program for students in grades K-6. The Library had 27 students hit their reading goal of 15 books to earn their prize packet.

The Library's Summer Reading Finale featured Henry the Juggler, sponsored by the Massachusetts Cultural Council and Lynnfield Cultural Council. The program was well received.

Children's book reading increased over last summer by at least 500 books.

## **Programming**

Popular programs from the month included Dave Maloof's ukulele workshop funded by the Lynnfield Cultural Council, a mindfulness workshop presented by Vasundhra Ganju, and a clay workshop run by Pop Up Art School.

Almost every youth program in August was full.

Children enjoyed the What to Draw? Program. They were focused and each created several "masterpieces."

Grab Bag craft was another success.

The Library's Magic Show featuring Ed Popielarczyk drew a crowd of over 200.

Nathasha's Popsicle Stick Airplane program brought in 20 children.

Joan's Story Art program was completely full. The kids enjoyed making their own paper plate hot air balloon and hearing *Sebastian and the Balloon* by Philip C. Stead.

Joan's Rock Painting program was by all accounts a success with the children and their parents.

## **Lynnfield Reference Librarian Lauded**

Thomas Dalton recently published a book on the Hutchinsons of Lynn, Massachusetts entitled "The Hutchinsons of High Rock." In the forward to this book Mr. Dalton wrote: "I want to thank Patricia Kelly, head reference librarian at the Lynnfield Public Library, who arranged for an inter-

library loan of microfilm of Asa Hutchinson's 1858 'pocket diary' and a family scrapbook from the Gale Family Library at the Minnesota Historical Society." The Hutchinson Family was an American singing group in the mid-19<sup>th</sup> century.

### **Lynnfield Book Collection**

Chair Calamari suggested that the Library should make efforts to collect all books written about Lynnfield as well as books authored by Lynnfield residents. Ms. Porter as well as all members of the Board were enthusiastic about this suggestion.

### **Library Hours**

A question was raised whether the Library would be open on Sundays, as a few libraries are such as Weston, Duxbury, and most recently Wakefield. Ms. Porter is aware that some libraries offer hours on Sundays only in the winter. All agreed the question merits further discussion, which would require discussion with Town administration and Union representatives.

On motion made, the Board unanimously approved the Director's Report(s) as rendered.

### **5. Library Building Committee Meetings and**

### **6. Library Building Update**

The Library Building Committee met on August 23, 2023, as well as August 31, 2023. Joe Gallagher rolled out the communication plan to educate the public on the need for a new library and the benefits of a new library before the Town Meeting on October 16, 2023. Prominently featured in this endeavor is a website, [www.newlynnfieldlibrary.com](http://www.newlynnfieldlibrary.com), which contains a comprehensive history of the Library, reasons for a new library, architectural renderings of the new proposed library, frequently asked questions, and links to Select Board presentations, among other topics.

Ms. Porter has scheduled a meeting at the Library for September 6, 2023, with Senator Crighton and Representative Jones to thank them for their support with funding for a new library.

There are several key dates leading up to the Town Meeting on October 16, 2023:

- Tentative opening of the Warrant for the Town Meeting on September 13, 2023
- Library Building Committee Meeting on September 14, 2023
- Finance Committee, Board of Library Trustees and Library Building Committee Meeting on September 21, 2023
- Deadline for submission of Warrant Articles on September 25, 2023
- Select Board Meeting with Board of Library Trustees and Library Building Committee on September 26, 2023
- Library Building Committee Meeting on September 28, 2023
- Presentation on the new library to the Rotary on September 28, 2023 (Ms. Porter, Library Director)
- Select Board Meeting on October 2, 2023
- Select Board Meeting and Town Hall Meeting on October 16, 2023
- Submission of ballot question to Town Clerk on October 17, 2023, if successful on October 16, 2023
- Special election on Library Building Project/Debt Exclusion on December 5, 2023, if successful on October 16, 2023

The Friends of the Lynnfield Library and/or the Lynnfield Public Library Foundation will ideally be involved in supporting a mailing to all Lynnfield households on the new library. Plans also include the placement of outdoor yard signs and the launching of an email campaign supporting the construction of a new library.

## **7. Old Business**

### **Strategic Planning Update**

On the afternoon of September 5, 2023, Ms. Porter shared a nearly final draft Strategic Plan with the Board of Trustees. At the meeting on September 5, some Trustees requested more time to review the Strategic Plan before the October 1, 2023 deadline for submission to the Massachusetts Board of Library Commissioners.

After discussion, the Board unanimously approved a motion to have a further meeting on September 11, 2023, to take up 1) approval of the Strategic Plan, and 2) approval of publication of the Strategic Plan. All agreed that Ms. Porter was authorized to explore publication costs for the Strategic Plan in the interim.

## **8. Adjournment**

There being no further business, a motion was made and unanimously approved to adjourn the meeting at approximately 8:00 p.m.

Respectfully submitted,

/s/ Gerri Karonis

Geraldine Karonis  
Secretary