



**RECEIVED**

*By Town Clerk at 8:55 am, Mar 22, 2024*

**Lynnfield Public Library**

**Minutes of the Board of Trustees**

**February 23, 2024**

**1. Call Meeting to Order**

This virtual meeting was called to order at approximately 4:00 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; Richelle Melad, Reporter, Lynn Item; 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. Review and discuss Library Building Committee 2/21/24 Outcome**

Russell Boekenkroeger, Chair of the Building Committee, circulated several documents that were before the Building Committee on February 21, including:

- Pdf files showing the Summer Street view and bird's eye view of the new structure by Rawn Associates, Architects
- Cost estimates from Fennessy Associates
- Spreadsheet representing the items that were revised in the current cost estimate bird's eye view from Rawn Associates
- Current conceptual budget summary from Design Technique - John Sayre-Scibona
- Staff addition costs to the Town as required by DPW
- Summary of major points made at the library Public Forums held at the Merritt Center on January 11 and February 1, 2024

The discussion facilitated the comments to be made at the Select Board meeting on February 26, 2024.

**3. Staffing Discussion Regarding Future Staff Additions**

The Board of Trustees is confident that no additional staff will be needed to run the new library. This position is supported by Ms. Porter's detailed analysis of library staff hours. One of many benefits of the new library is that programs can be held on-site, rather than at off-site locations such as at Market Street or the Meeting House.

It is anticipated that 1 to 1.5 full-time janitorial staff might be needed at the new library, but that cost is borne by the DPW, not the library.

**4. Adjournment**

There being no further business, a motion was made and unanimously approved by the Board to adjourn the meeting at approximately 4:55 p.m.

Respectfully submitted,

/s/ Gerri Karonis  
Geraldine Karonis, Secretary