

**Lynnfield Public Library**  
**Minutes of the Board of Trustees Meeting**  
**April 5, 2022**

RECEIVED

2022 MAY -6 A 11: 53

TOWN CLERKS OFFICE  
LYNNFIELD, MA

**1. CALL MEETING TO ORDER**

The meeting was called to order by Chairman Robert Calamari at 6:30 p.m. Roll call was taken and those in attendance for the meeting were Robert Calamari, Chairman; Faith Honer-Coakley, Vice-Chair; Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally and Abby Porter, Acting Director.

Chairman Calamari informed the Board that the meeting was being recorded and a record of the proceedings will be posted on the website as soon as possible after the conclusion of the meeting.

**2. APPROVAL OF MINUTES 03/16/2022 MEETING**

A motion was made and seconded to accept the minutes of the March 16, 2022 meeting as rendered. The motion passed by unanimous consent.

**3. PAST MONTH'S FINANCIAL AND STATE AID REPORTS**

The budgets were provided by Julie McCarthy and Ms. Porter noted there were no changes in the past month. The second installment of state aid for FYE 6/30/22 should be received in mid-April. No significant cash expenditures beyond normal line items are expected this month.

A motion was made and seconded to accept the Financial and State Aid reports. The motion passed by unanimous consent.

**4. DIRECTORS REPORT**

The new boiler installation process started today, April 5<sup>th</sup> and the entire project will take several weeks. The new boilers will be more energy efficient and should save the Town significant dollars over several years.

Ms. Porter is planning to order new drop boxes during April.

The one part time circulation desk position has been filled and the new employee will start training in over the next two weeks. This is an eight hour a week position with four hours being on Saturday.

One of the outreach programs this month is a nature walk with the Tree Committee on a Earth Day.

Patty Nutile is on FMLA for the next twelve weeks. She'll work part time from home occasionally. The Library annual report was submitted on March 25, 2022 and a copy will be sent to the Trustees. Noble has added the Google Search option and will test it for a year.

StoryWalk will be resuming over the next few weeks. The 1,000 Books for Kindergartners will soon be advertised.

Patrons paying for printing will resume on April 1<sup>st</sup>. Several generous donations were received from patrons who did volume printing during the pandemic.

## **5. OLD BUSINESS**

### **Library Director Search Committee update**

Surveys are being distributed to each staff member and trustee by BiblioTemps. The surveys are aimed at gathering anonymous input for updating the position description to be posted and evaluating candidate applications as they are received. Ms. Honer-Coakley and Mr. Mazzola will be requesting input from every staff member and Trustee.

### **Library Building Committee Update**

Mr. Boekenkroeger said that the first committee meeting was held on March 23. There was positive feedback from attendees on the subcommittee structure and providing for self-directed organization and reporting back to the entire committee. He hopes to receive the revised cost estimate on April 6. The next scheduled committee meeting is April 27 in the Library.

## **6. NEW BUSINESS**

### **Town Budget Hearing – Wednesday, April 6, 2022**

Mr. Calamari asked about the objective of this budget hearing. Ms. Porter stated it was that it was part of process where each department's formally presented budgets to the Select Board and responded their questions. There also is an opportunity for public input.

### **Off-site Program Staffing Policy Proposal**

Ms. Porter requested that the Trustees consider a policy requiring two staff members attending any off-site program. If it's not possible for two individuals to attend, the staff member leading the program could cancel the event. With increased programming on the Lynnfield Common, at Market Street and in the Meeting House, staff and attendee safety is a concern. A second staff member assisting with set up and break down, and being at the program, better provides for staff and patron safety.

Ms. Porter stated that the staff prefers a formal and flexible Trustees policy on this issue.

Chairman Calamari said that to his mind there are three guiding principles: no library closure for these programs; no union contract misalignment with staffing guidelines; and patron safety, which is paramount.

A motion was made and seconded for Ms. Porter to draft a policy proposal in line with Chairman Calamari's guiding principles for consideration at the May 3 Trustees meeting. Mr. Boekenkroeger recommended that a dedicated cell phone should be acquired and used as required for off-site programming. The motion passed by unanimous consent.

## **7. ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 7:24 p.m. The motion passed unanimously in favor.

Respectfully submitted,

Linda J. Donaldson

Secretary

Documents Distributed

- April 5, 2022 Agenda
- March 16, 2022 Minutes
- Monthly Financial Report
- State Aid Detail Report
- Director's Report