

Lynnfield Public Library
Minutes of the Board of Trustees
January 12, 2023

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OWN CLERKS OFFICE

1. Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Chair Robert Calamari, who recited the Governor's Order Suspending Certain Provisions of the Open Meeting Law dated March 31, 2020. Roll call was taken and those in attendance for the meeting were Robert Calamari, Chair; Faith Honer-Coakley, Vice-Chair; Russell Boekenkroegeer, Trustee; and Richard Mazzola, Trustee. Appearing remotely for the meeting were Abigail Porter, Library Director, and Marita Klements, Library Assistant Director.

Chair Calamari informed the Board that the meeting was being recorded and would be available as soon as possible after the conclusion of the meeting.

2. Approval of Meeting Minutes

- 12/6/22 meeting

A motion was made and unanimously approved to accept the minutes of the 12/6/22 meeting as rendered.

3. Past Month's Financial and State Aid Reports

Ms. Porter reported that operating expenses are presently running about 42% of budget, on track with office supplies up balanced with reductions elsewhere. A new microwave was suggested for the Staff Break Room. New printers and chairs were also ordered.

Salary increases will drive the Library's budget for FY 2024. The Town and library employees' union have not yet agreed on a new contract. Ms. Porter and the Town Accountant will submit the Library's FY24 budget with this understanding. The Board appreciates Ms. Porter's dilemma, but indicated that until salary increases are quantified and the Town has approved the new union contract, the draft budget could not be approved.

A motion was made and unanimously approved to accept the December Financial and State Aid Reports as rendered.

4. Director's Report

Ms. Porter reported problems with the new control system not working harmoniously with the new boiler. DPW is frequently contacted and Trane is frequently engaged to deal with the issues being experienced.

The Youth Council of a Healthy Lynnfield met and some of the topics were eating disorders, healthy eating, avoiding substances and deciding about holding a "Health Fair".

There was a discussion about the need for creating an employee handbook (Library Staff) that contained all procedures for easy reference and comprehensiveness to facilitate induction and on-going improvement.

There was a discussion about the process and decision-making regarding program planning and speaker selection. Ms. Porter identified that there was sharing among area libraries, exposing everyone to ideas, topics, sources, and contacts for planning events, which has been successful and interesting.

Ms. Porter spoke about the staff visit to East Boston Public Library. She and four other Library staff members received a tour of the facility. Ms. Porter was particularly impressed by the acoustics in the East Boston Library. She made a suggestion that Lynnfield's new Library should have outside electrical outlets.

A motion was made and unanimously approved to accept the Director's Report as rendered.

5. Old Business

- **Library Building Committee, Library Building Design and Management Team**

On January 18, 2023 there is a scheduled meeting of the Building Design and Management Team. The Board of Trustees anticipates slowing down communications and relaunching the new library project to the Town until formal notification on the grant funding is received from the MBLC. The Building Design and Management Team were so informed. Orange, Deerfield, and Seekonk all filed for extensions for the approval of their projects and total project cost, which unfortunately affects the timing of the award of Lynnfield's grant. In the interim, the Board will continue to educate the Select Board and the Finance Committee and other groups on the specific details of the new Library and how it will benefit the entire community.

- **Strategic Planning**

Ms. Porter indicated that the MBLC and MLS suggested that the Library use an outside consultant who is not a Lynnfield resident to guide the Strategic Planning Committee. Discussions took place of the pros and cons of a non-Lynnfield resident performing the function. Decidedly, the Board disagreed with the suggestion and found it odd.

Ms. Porter expressed her desire that the Strategic Planning Committee be formed as quickly as possible and she has already found a number of Lynnfield residents willing to serve. Ms. Porter and the Board were in agreement that the Committee be formed first before interviews for a consultant are scheduled. Ms. Porter expressed her understanding that the Town has committed funds to cover 50% of the consultant's fees once retained. Clearly, the amount needs to be finalized first.

6. New Business

- **Board Secretary**

Following the resignation of Board Secretary Linda Donaldson, the Board placed an advertisement for the position in four local newspapers - Lynnfield Villager, Wakefield Daily Item, North Reading Transcript, and the Melrose Weekly News. The Board received an application from Attorney Geraldine Karonis, a Lynnfield resident who had a long career with the U.S. Department of Justice before retiring in 2019. She was interviewed for the position on two occasions by members of the Board. A motion was made, seconded and unanimously approved to extend an offer to Ms. Karonis to serve as Board Secretary. Welcome to Ms. Karonis!

- **Proposed FYE 6/30/24 Budget Review**

Capital requests for FYE 6/30/24 will be submitted at the end of January.

- **Initial Website Design Review - Sterling**

Ms. Porter digitally shared screenshots of different versions of the new proposed website with the Board. All agreed that the new website will be a welcome change. The Board fully supported a website having large colorful buttons to allow patrons to quickly find a) hours, b) upcoming events, c) catalog, and d) collections. Other preferred buttons were "A Call to Action" and "Staff Picks."

Ms. Porter planned to submit feedback to Sterling by January 13, 2023. Sterling anticipates a prototype by February 28, followed by training, with final revisions in March, and a launch in April, 2023. Ms. Porter said she and select staff have been trained to make any website adjustments through WordPress once the website is up and running.

7. Adjournment

There being no further business, a motion was made and unanimously approved to adjourn the meeting at 8:10 p.m. The next monthly meeting of the Board of Trustees will be Tuesday, February 7, 2023 at 6:30 p.m.

Respectfully submitted,

Russell Boekenkroeger

Secretary Pro Tem