

Lynnfield Public Library
Minutes of the Board of Trustees

February 7, 2023

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TOWN CLERKS OFFICE
LYNNFIELD, MA

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 in person were: Robert Calamari, Chair; Faith Honer-Coakley, Vice-Chair; Russell Boekenkroeger, Trustee; Richard Mazzola, Trustee; and Library Director, Abigail Porter. Gerri Karonis, Secretary, attended the meeting remotely. Lynnfield resident Gary Doyle joined the meeting at approximately 7:15 p.m.

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

2. Approval of Meeting Minutes

The Chair announced that the Minutes of the January 10, 2023 meeting would be tabled and taken up at the next meeting.

3. Past Month's Financial and State Aid Reports

Ms. Porter reported that operating expenses are presently running on budget, on track. Questions raised by the Trustees about select line items in the budget were answered to their satisfaction.

Ms. Porter shared that the Library needed to purchase a new printer for Reference, a new microwave and three new book carts.

A motion was made and unanimously approved to accept the January, 2023 Financial and State Aid Reports as rendered.

4. Director's Report

Ms. Porter plans to attend the Legislative Breakfast in Peabody next week. Ms. Porter will also attend the Select Board meeting on February 27, 2023, along with DPW to make the annual presentation of the provisional operating budget and proposed capital budget. The Library's Annual Report is due March 10, 2023. Ms. Porter will share the Library's Annual Report with the Trustees for approval at the March 7, 2023, meeting before submitting to the Town.

Ms. Porter and select staff plan to attend the Library Legislative Meeting in Boston on March 15, 2023.

The new control system for the boiler is still not working properly. This recurring problem is being directed by DPW. DPW continues to coordinate efforts to get the systems operating properly together. Despite record low temperatures on the weekend of February 3, the boiler remained operational. The difficulties have not interfered with the operation of the library or ability of the staff to conduct library business so far.

After a trial basis, Ms. Porter switched the Library's newsletter service to LibraryAware from Mailchimp. The Library has too many subscribers for Mailchimp. LibraryAware is an Ebsco newsletter service at a cost of \$1000 per year. LibraryAware is also equipped to handle social media posts.

A Healthy Lynnfield collaboration is also being pursued and with mutual interest on their part. Ms. Porter joined A Healthy Lynnfield Committee and hopes to submit an article for their newsletter next year. While she submitted an article for this year, other articles were selected instead.

Tower Day School has started bringing a transitional Storytime class every week to the Library, enjoyed by the teachers, children, as well as the parents.

A part-time page will be resigning her position soon but will continue on as a substitute. Ms. Porter will post a vacancy announcement for the part-time page position in the local newspaper, and expects to fill the slot without a problem.

The Library has placed a Sensitive Subjects poster in the non-fiction section. The poster alerts readers to the location of books on topics such as divorce in case patrons might be hesitant to ask at the front desk. A Sensitive Subjects poster is in use in other libraries.

Four people attended the new Adult Services program, designed to provide assistance to patrons with basic computer questions. Ms. Porter said the participants were very engaged and she expects the group participation to grow.

A new Fiction Group is underway. Authors Janet Ray Stevens and Sharon Healy-Yang will be presenting a program in the near future.

A cultural grant with Knock on Wood has been funded. Knock on Wood is a band that has performed on the Common in the past and will play on the Lynnfield Common this summer.

Circulation and attendance data continue to improve. Some programs such as Suncatchers and Storytime are particularly popular, requiring the Library to adopt waiting lists.

Some DVDs have become very popular requiring the Library to add 2 portable DVD players.

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

5. Old Business

• Library Building Updates

The revised cost estimate requested earlier from Rawn Architects will be based on the updated plan received and reviewed on 1/18/23 by the Library Building Design and Management Team. Rawn's updated design change the last estimate .

• Strategic Planning Committee Membership

Ms. Porter has found a number of interested individuals with varied backgrounds to sit on the Strategic Planning Committee. The group includes library enthusiasts, high school students and parents. A suggestion was made to consider additional members with business backgrounds, for example. Ms. Porter was receptive and will consider other applicants. Faith Honer-Coakley and Richard Mazzola will serve as Trustee representatives on the Strategic Planning Committee.

A motion was made and unanimously approved to accept the nominees for the Strategic Planning Committee as compiled by Ms. Porter.

• Union Contract Status Update

There is no change in the status of union negotiations. Discussions are continuing.

• FY 24 Operating Budget and Capital Projects

The Operating Budget and Capital Projects are in a provisional mode until the union contract negotiations are resolved.

The Charles Wills family has donated a historical collection of original photos to the Library. It has been suggested that these photos be preserved by digitally scanning them at an estimated cost of \$4000.

A question was raised whether historical irreplaceable works such as the Wills photos could or should be placed under lock and key behind the front desk. Another question arose whether the Wills family has already digitized the photos, and whether the family might need to consent to the digitization of the photos.

After discussion, a motion was made and approved to get itemization of the digitization costs before proceeding.

When Mr. Doyle, a Lynnfield resident, joined the meeting a number of questions arose about the new Library project, and status of the MBLC Grant monies. Responses were provided amidst discussion.

- **Website Design Update**

The staff has already begun migrating items to the Library's new website, which should be fully operational at some point in April, 2023.

6. New Business

- **Programming Policy Recommendation**

Ms. Porter began the discussion on the proposed Library Programming Policy. The Library is intended to be a community resource designed to provide entertainment and enrichment and lifelong learning. Patrons, staff, and performers must adhere to the Library Rules of Behavior. Pre-registration for programs is generally required. Performers are permitted to sell CDs of their work following their presentations. Children's Storytime is intended for children accompanied by their parent or caregiver, for example. The Programming Policy continues to be reviewed and will be considered further at the next meeting on March 7, 2023.

7. Adjournment

There being no further business, a motion was made and unanimously approved to adjourn the meeting at 8:18 p.m. The next monthly meeting of the Board of Trustees will be Tuesday, March 7, 2023 at 6:30 p.m.

Respectfully submitted,

Geraldine Karonis

Secretary