

MEETING NOTICE
TOWN OF LYNNFIELD

(As required by MGL Chapter 30A, sections 18-25)

*Please email all meeting notices to lemerson@town.lynnfield.ma.us AND
dhammerbeck@town.lynnfield.ma.us*

RECEIVED
Town Clerk Date Stamp

Board/Committee Name: Lynnfield Public Library Board of Trustees

Day/Date: Tuesday May 4, 2021

Time of Meeting: 6:30 p.m.

Location: Virtual Meeting - Remote Access, Instructions Below

NOTE: Pursuant to Gov. Baker's March 31, 2020, order suspending certain provisions of the Open Meeting Law, and his March 15, 2020, order limiting the number of people who may gather in one place, the meeting of the Lynnfield Public Library Board of Trustees will be conducted via remote participation to the greatest extent possible. The public may not attend but is invited to listen to / observe the meeting in the following manner: The meeting will be conducted as a conference call. The dial-in number is United States: +1 (571) 317-3122. The access code for the call may be obtained by contacting russell.boekenkroeger@verizon.net before the meeting for those wishing to participate.

A record of the meeting will be posted on the Town's website as soon as possible after the conclusion of the meeting.

AGENDA

1. Call Meeting to Order
 - Chairman calls the meeting to order with a roll call
 - Chairman informs attendees that the meeting is being recorded
1. Approval of Minutes
 - Minutes of the 1/5/21, 2/2/21, 2/10/21, 3/2/21, 3/10/21 and 4/6/21 meetings
2. Monthly Reports
 - Past Month's Financial Report Summary
 - Past Month's State Aid Monthly Summary
 - Staff Training
 - Communications
 - Print Media
 - Website
 - Social Media
 - Programming – measurements
 - Utilization, Circulation, Services and Operations Statistics
3. Directors Report
2. Old Business
 - Reopening Plan Update
 - Status Update
 - Forecast and Dependencies (Governor's update)
 - Staffing Update
 - Communication Plan
 - Approval
 - Secretary Search Process Update
3. New Business
 - June 2021 BOT Officer Election
 - Signage
4. Adjournment