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Lynnfield Public Library

Minutes of the Board of Trustees

August 22, 2023

1. Call Meeting to Order

This meeting was called to order at approximately 5:30 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; and Gerri Karonis, Secretary. Joe Gallagher and Jeana Tecci appeared virtually. Trustee Andrew Kenneally was not present as he was out of the country. Marita Klements, Assistant Library Director, arrived mid-meeting.

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

2. Minutes

Following minor requested changes, the Board voted unanimously to approve the Minutes for the Meetings held June 6, 2023, and July 25, 2023, as rendered.

3. Past Month's Financial and State Aid Reports

Ms. Porter shared the Financial and State Aid Reports for June, 2023, the end of the fiscal year. The July, 2023, Report will be included with the next Report.

The Library returned approximately \$9,000 in salaries. This was largely due to new employees starting at lower rates, and vacancies in staff positions. Otherwise, the Library was on target with its budget save a \$115 charge for an item delivered earlier than planned. That charge will come out of state aid. Ms. Porter offered her thanks to Patty Nutile and Spencer Stevens for keeping the Library's accounts so well organized.

A question was raised whether there were any expenditures out of the long term cash accounts. Ms. Porter replied that Rawn Architects was paid out of those accounts in June, 2023. Mr. John Sayre-Scibona was paid the following month in July, 2023. After Mr. Sayre-Scibona is paid, Ms. Porter believes the Library should have approximately \$35,000 to \$40,000 on hand.

Following discussion, the Board unanimously voted to approve the Financial and State Aid Reports as rendered.

4. Director's Report

Ms. Porter expressed thanks to the MBLC for formally awarding the Library's provisional grant on July 13, 2023. The Library has until January 15, 2024, to accept or reject the grant. Any requests for extensions must be filed ahead of the MBLC's December meeting.

Ms. Porter thanked the DPW for replacing fire alarm sensors throughout the building.

Ms. Porter was pleased to report that the Library is now officially a sensory inclusive Library. More than 50% of the staff has been trained. A formal announcement will be issued once the supplies arrive.

The Library of Things is becoming increasingly popular and will be expanding its footprint in the Library. Audio books and dvds will be condensed and relocated within the Library.

Joanne McElhenney has joined the Circulation Team as a part-time circulation technician. She replaced Jillian Toomey, who moved on to a reference position in Amesbury, but will remain part-time as a reference circulation sub. The Library is excited to have Nathan Malenfant - son of Ann Malenfant - as a Saturday Library Page. His first day was August 3. Nine teen volunteers are cleaning and organizing collections across the Library. Sadly, Patty Nutile has announced she will be retiring October 27, 2023. Interviews for her successor will start later this week. The Town has agreed to allow Patty's successor to overlap before Patty officially retires. The Board is keen to have a farewell celebration in her honor, recognizing her many years of dedicated service to the Library. Ms. Porter agrees that Ms. Nutile should be recognized for her exemplary service and will keep the Board aware of any planned celebration so they can attend.

ARIS has been completed. E-book and E-audio usage has gone up significantly, almost 10,000 over last year. Physical books usage dropped slightly. Programming has dropped slightly. The Library's website hits are up 30,000, a very good sign. 68 people attended the "Lizzie Borden and the Forty Wacks" show at the Meeting House. Nick Zaino's Boston comedy show on the Mezzanine was packed; the Library had to add more chairs. Dan Tomasello wrote a favorable article about the comedy show in the local newspaper. Ms. Porter said that next year they will try to make sure there are no programs inside the Library when there is a concert on the common.

The train table has been returned to the Children's Room.

Lynnfield children read 500 books more than last year. Ms. Porter thinks this may be attributable to marketing efforts on the part of Alexandra Lambright and Marita Klements.

Discussions took place over future staffing plans for the new Library. Some members of the Board expressed the view that the Library is currently understaffed, but that for a variety of reasons, staffing issues would be best addressed after October's Town Meeting, and part of next year's budget.

Following motion made, the Board unanimously agreed to accept the August 22, 2023 Director's Report as rendered.

5. Old Business

• Library Building Update

Mr. Boekenkroeger reported two upcoming meetings: one on August 23, 2023, with the Building Committee, and one on August 24, 2023, with the Select Board, the Library Trustees and the Library Building Committee. Both meetings will be held remotely. The Library Building Project will be the main focus of attention at both.

At the August 23 Meeting, Ms. Andrea Bono-Bunker and Ms. Lauren Stara of the MBLC will lead the discussion on MBLC's award of the grant, with "tips and tricks" for getting a positive vote at Town Meeting. Rawn Associates will share renderings of the new Library.

For the August 24 meeting, Mr. Kevin Bergeron of Rawn Associates, Architects, will again discuss the history and latest designs for the new Library. Mr. Joe Gallagher from the Library Building Committee will have a presentation on the benefits of the new Library for the community. As Director of the Library, Ms. Porter will speak from the operations point of view, explaining why a new Library is so important. The Town Administrator, Mr. Rob Dolan, will speak on the total project cost and the tax impact of the new Library. The Town's Assistant Administrator, Mr. Bob Curtin, will speak on the process steps leading up to the Town Meeting vote and the ballot box. Mr. Boekenkroeger will speak on the two categories of expenses for the total project cost. The first category consists of the construction costs of the new Library. The second category includes a) repair and deferred maintenance costs of the existing Library; b) costs for structures at the Reedy Meadow Golf Course where the new Library will be constructed; and c) demolition costs for the Danforth House and the caretaker's house.

Mr. Gallagher asked whether the participants at the August 24 meeting have seen the draft plans for the new Library. Mr. Boekenkroeger said all Board members have seen the draft plans for the new Library, and believes most members of the Library Building Committee have seen the draft plans.

- **Strategic Planning Committee Update**

Ms. Porter, Assistant Director Marita Klements and Ms. Deb Hoadley met in early August, 2023, to prepare a draft Strategic Plan for the Trustees' review and approval. This document was subsequently shared with the Board. Ms. Porter noted the draft Strategic Plan needs to be presented to the MBLC in September, so it may be reviewed and considered by October 1, 2023, for fiscal year 2024.

Chair Calamari made three suggestions for the Strategic Statement: 1) to include the notion of economic value provided by the Library; 2) to enhance the concept of cultural center; and 3) to focus on the Library's linkage to other Town institutions including but not limited to the Senior Center and schools. There were no objections to the requested modifications. Ms. Porter will discuss with Ms. Hoadley and make further edits for consideration at the next Board meeting.

6. Library Holidays and Closing Calendar

Ms. Porter indicated that half of the NOBLE Libraries are open on Friday, November 10, and the other half of NOBLE Libraries are closed that day. She put forth the question to the Board whether the Lynnfield Library should be open or closed. A discussion followed. After motion made, the Board unanimously agreed to have the Library remain open on Friday, November 10, 2023. Employees who work that day will be compensated in accordance with the terms of the union contract. The Library will be closed on Saturday, November 11, 2023, a federal holiday.

Aside from this one change for Friday, November 10, 2023, the Library's Holidays and Closing Calendar as previously approved remains the same.

7. New Business

By approval of a vote at Town Meeting in 2016, the Board of Trustees was given control of the land on Reedy Meadow Golf Course where the new Library is to be built. The status of that transfer is relevant to the issuance of the Warrant for Town Meeting on October 17, 2023, as well as the terms of the MBLC grant.

Ms. Faith Honer-Coakely moved that the Board of Trustees approve the language of the Article for the Warrant subject to review and modification by Town Counsel and agreement by the Board. The Board voted unanimously in favor of the motion.

8. Adjournment

There being no further business, a motion was made and unanimously approved to adjourn the meeting at approximately 6:30 p.m.

Respectfully submitted,

/s/ Gerri Karonis

Geraldine Karonis
Secretary