

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

January 8, 2013, Meeting Minutes

Present

Board of Library Trustees: Dorothea DeLuca, Chair; Philip Madell, Secretary;
Sean Cunniff, Kathleen Hoffman, Audrey Iarocci, Michael Massaro
Library Director: Laura Zalewski
Topsfield Town Selectman: Richard Gandt
Commissioners of Trust Funds: David Strachan, Chairman, Barbara Booth; Richard Walsh;
The Chair called the meeting to order at 7:36 p.m.

Approval of Meeting Minutes

- Sean Cunniff made a motion to approve the minutes of the December 11, 2012, meeting as submitted. Audrey Iarocci seconded; the motion was approved 6-0.

New Business

- Commissioners of Trust Fund Chairman Strachan gave brief overview of trust fund operation: approximately \$6.38 million in principle; described how the income is divided and for what uses; and advised of the need to have some available income funds held for foreseeable future uses. The Fund Commissioners described the history of the funds, the challenges in administering the funds in today's financial environment, the procedures of the Trust Fund Commission, and answered all operation inquires.

Former Business

- Karen Dow of Finance Committee (FinCon) reviewed the Library's proposed budget; advised approaches to handle requisitions that fall outside guidelines, and invited directors to the FinCom meeting that would review the Library budget submission on February 4, 2013, at 7:30 PM at Proctor School.
- Further discussion of the DeCordova Art Rental program was postponed to a future meeting.

Director's Monthly Report

- Sundry library programs all had healthy attendance;
- Several facility issues were reviewed and the current status reported, including fire alarms due to fire alarm electronic panel malfunction; fan coil units monitored; and a cover for a basement widow well was installed by a volunteer;
- A general discussion of the demands of operating the library facility were discussed;
- Director met with the town financial team to review the capital request for a generator.

The next board meeting will be held on February 12, 2013.

Meeting adjourned at 9:25.

Respectfully submitted,

Philip Madell, Secretary