

Topsfield Town Library Board of Trustees Meeting
Tuesday, January 12, 2016, 7:30 p.m.
Library Periodicals Room

Present: Trustees—Sean Cunniff, chair; Audrey Iarocci, Abigail Jackson, Judith Lais, Michael Massaro, Patty Walsh

Library Director: Laura Zalewski

Guests: Boyd Jackson, Steve Lais, and Laura Powers—Board of Selectmen; Richard Walsh—Trust Commissioner; Donna Rich—Secretary to Board of Selectman; Richard Gandt, town citizen

Meeting called to order at 7:30 p.m. by Sean Cunniff.

Approval of Meeting Minutes: M. Massaro made the motion to approve the Board of Library Trustee minutes of 12.14.15 as amended; A.Jackson seconded; the motion was unanimous.

New Business:

- Lost trust income discussion – refer to 12/14/15 meeting minutes for a brief overview
- TTL chair Sean Cunniff reviewed the overview for those present. It was generally agreed that the trust funds have suffered a loss of income (possibly in excess of \$20,000 according to Trust Commissioner Richard Walsh), having sat idle for an extended period of time. Laura Powers asked for the current analysis, and Steve Lais requested that this current analysis be expanded to include all trust funds. Possible sources of replacement funding were identified as follows: Bartholomew and Company, a Treasurer’s bond, and Town meeting (probably requiring an article to transfer money from free cash). The question on the table is “How do we restore the funds and prevent this situation from occurring again?”
 - An Action Plan based on this evening’s discussion by Trustees of the Library, the Commissioners of Trust Funds, and Board of Selectmen follows:
 - Laura Powers, Selectman Chair, agreed to notify bond insurer of a potential issue.
 - Sean Cunniff, Library Board Chair, and David Strahan, Trust Commissioners Chair, will draft a letter to Bartholomew and Company to be reviewed by Laura Powers, all Selectmen, and town hall.
 - Boyd Jackson, Selectman, called for continued discussions on this topic among these three boards [Library Trustees, Trust Commissioners, and Board of Selectmen] in order to insure that it will not recur.

Director’s Monthly Report: See Laura’s written report for December 2015 for specific information.

- **Programs**—12 programs with a total of 1,189 attendees; most attendees were at the Holiday Stroll and Open Mic Night
- **Staff**—presentations, workshops, and strategic planning meetings were held; new reference library assistant chosen; Becky Rowland has taken a new position in

Cambridge; Christine Manning, current staff member, interviewed and has been hired to move into the open Circulation position vacated by R. Rowland.

- **Department Reports:** Cataloging, Children's Room, Reference, Circulation—see full report.
- **Facility**—minimal seepage in the basement during the recent heavy rain.
- **Budget**—no response from the Finance Committee (the newly assigned representative to the TTL is Dana Warren, Finance Committee member)
- **Circulation**—down 6.4%
- **Library Attendance**—up 8.7% (most likely this resulted from the Holiday Stroll's attendance).

Former Business:

- eReader policy update—now called “Handheld Device Policy” presented to the Board. A. Iarocci made the motion to accept the policy as amended; A. Jackson seconded it. Motion to accept: unanimous.
- Emergency policy—no action to date. Laura will speak with the Topsfield Police Chief and Town Hall personnel.
- FY2017 budget—a meeting has been scheduled with the Finance Committee on Monday, 2.8.16, at Proctor School, 7 p. m. Topsfield Library's budget is under the guideline! Good for us.
- Staff luncheon in early January—Based on staff feedback, Laura reports that it was “fabulous.” Thanks to Patty Walsh for coordinating the event with support from all trustees; Patty Walsh, Abby Jackson, and Judith Lais provided set-up and break-down.
- Generator update—nothing to report.
- Library hours—to be reviewed under the strategic plan
- Eskimo art—tabled.
- Strategic Plan update—library staff met a second time with good brainstorming. A full report to follow.

Meeting adjourned: 9:07 pm

The next scheduled Board meeting: Tuesday, February 9, 2016, 7:30 p.m.

Respectfully submitted,

Judith Lais

List of Documents:

- Agenda for 1.12.16
- Minutes from 12.14.15
- Trustees Director's Report
- TTL Handheld Device Policy draft
- TTL monthly financial report
- FY 2015 Gould Fund A Profile