

Topsfield Town Library Board of Trustees Meeting
Tuesday, January 13, 2015 7:30 p.m.
Library Periodicals Room

Present: Trustees—Michael Massaro--chair, Sean Cunniff, Kathleen Hoffman, Abigail Jackson, Judith Lais
Library Director: Laura Zalewski
Guests: Karen Dow (Finance Committee), Martha Morrison, Selectman, Dick Gandt, Selectman

Meeting called to order at 7:34 pm by Mike Massaro, chair.

Approval of Meeting Minutes: S. Cunniff made the motion to approve the Board of Library Trustee minutes of December 9, 2014; seconded by A. Jackson; unanimous approval. Minutes of Special Meeting on January 2, 2015, were approved with motion by S. Cunniff and second by K. Hoffman.

New Business:

- Basement water situation—discussed with Martha Morrison, current Selectman and Planning Board member, based on her experience in previous town committees. Interesting suggestion about outside of building improvement for staff benefit.
- Trustee meeting dates: please check personal calendars to confirm these dates.
- Capital requests: \$25,000 Engineering specs for waterproofing basement; \$18,500 repair original building façade; and \$7,000 installing of alarmed crash bars on emergency doors.

Director's Monthly Report: see Laura's December 2014 report.

- Programs
- Staff
- Collection: one note—thefts of DVDs, etc. continue.
- Facility:
- Budget: approved by trustees on 1/2/15. Laura will meet with FinCom on 2/2/15.
- Circulation: down from last year.

Good news: The library will be open on Sundays from February 1 to March 29, 2015, 2-5 pm.

Former Business:

- Decertification policy update: see “Service to Uncertified Libraries” Draft, presented on 1/13/2015. Motion to approve draft as amended. Laura will provide the changes made; these will be reflected in next month's Revision statement.
- FY2016 Budget—
 - Questions to Karen Dow by Sean Cunniff re: new salaries established by the steps set in PAC. Karen responded to questions. Sean's concern: impact on salaries and hours if the economy shifts downward. Response: only the union contracts bind the town; no impact on the current status of budgetary planning.
 - Questions re: building maintenance “challenges”—Mike spoke to Board's concern re: use of the basement level (not having staff be required to use the basement as “staff room.”), given that flooding of the basement is a recurrent issue. Discussion followed regarding need for appropriate facilities management of library and other town buildings.

Meeting adjourned: Motion to adjourn by A. Jackson at 9:08 p.m.

The next board meeting will be held on Tuesday, February 10, 2015; 7:30 p.m.

Respectfully submitted,

Judith Lais