

**Topsfield Town Library Board of Trustees Meeting  
Tuesday January 17, 2017; 7:30 p.m.  
Library Periodicals Room**

**Present:** Trustees— Abigail Jackson, chair; Gail Bryson, Patty Walsh, Brooke Spater, Audrey Iarocci, Judith Lais

Library Director: Laura Zalewski

**AGENDA**

**Absent:**

**Guests:**

Meeting called to order at 7:30 p.m. by Abby Jackson.

**Approval of Meeting Minutes:** Judith Lais made the motion to approve the Board of Library Trustee minutes of December 14, 2016 as written, Patty Walsh seconded; the motion was unanimous.

**New Business:**

- No new business was discussed.

**Director's Monthly Report:** See Laura's specific monthly report documents for details.

- Programs: 15 programs, with 1910 attendees.
- Staff: Laura was busy with various meetings including a COMMBUYS meeting.
- Department Reports: Cataloging, Children's Room, Reference, and Circulation.
- Facility— On 12/23, the ASNE technician performed routine maintenance on the generator.
- Budget: No news on the FY2018 budget.
- Circulation increased 2.8% from last December.
- Library Attendance: Increased 14.5% over last December. Holiday Stroll accounted for much of the increase.

**Former Business:**

- FY2018 Budget- no update.
- Review the Rules and Regulations of the Library Trustees- we will discuss at next meeting.
- Tri-Town Community Read Update - still plugging along. Many feel that the length of time for the read feels a bit long.
- Library hours- will review at next meeting.
- Eskimo art- Peabody glass was supposed to come, they have not yet.
- Music committee- Classical Guitar event on 1/29 at 4:00 at the Gould Barn.

**Meeting adjourned:** at 8:08 p.m.

The next scheduled Board meeting is on Tuesday, February 14, 2017.

Respectfully submitted,

Brooke Spater

**List of Documents:**

- Agenda for 1.17.17 BOLT meeting
- Minutes from 12.14.16 meeting
- Trustees Director's Report
- FY 2018 Proposed Library Budget
- Copy of a town bill list for reference
- Town Library Monthly Financial Report