

Topsfield Town Library Board of Trustees Meeting
Tuesday, February 13, 2018 7:00 p.m.
Library Periodicals Room

Present: Trustees— Audrey Iarocci, chair; Abigail Jackson, Janet Kmetz, Brooke Spater, Gail Bryson, Patty Walsh
Library Director: Laura Zalewski

Guests:

AGENDA

Absent: Abby Jackson

Meeting called to order at 7:00 p.m. by Audrey Iarocci.

Approval of Meeting Minutes: - January 8, 2018 meeting minutes approved by Patty Walsh; Janet Kmetz seconded. The motion was unanimous.

New Business:

- Review meeting room reservation policy: Laura would like to amend the large Meeting Room Policy. Brooke Spater made the motion to approve the new Meeting Room Policy as amended, Patty Walsh seconded.
- New logo is ready to go. Laura will ask about prices for stickers and bookmarks. We will discuss the finality of the usage at the next meeting. Gail Bryson approves to accept the new logo as presented; Patty Walsh seconded, and the motion was unanimously approved.

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

Programs—

12 children's programs, 169 attendees

11 adult/family programs, 100 attendees

Patrons—

In January there were some out of the ordinary yet positive patron interactions.

- A blind patron needed the third act of Neil Simon's play, "The last of the red-hot lovers" scanned into a word document. Laura was able to come to the rescue using Optical Character Recognition and had to do some editing as well.
- Another patron posted a cute cartoon singing the praises of our library for reaching out about her son's missing math book shortly before closing one evening.

Staff—

Becca Boudreau attended a Program Planners meeting on 1/9.

Laura attended a meeting of directors of small libraries at Middleton on 1/24.

Department Reports—

- Cataloging- The library acquired 510 items in January, 268 adult, 242 juvenile (The children's large number included 151 non-fiction books!)
- Children's Room- Lindsey Recka- Evaluation and updating of children's nonfiction. We have SO MANY awesome new no-fiction books!

- Reference- Wendy Thatcher- Anna Brandenburg continued her work adding hyperlinks to bibliographic records of local history titles that are now available online. She also met a representative from EBSCO to learn more about the collection of eBooks and information resources that EBSCO makes available to our library. Staff began to sort through 2003-2005 Tri-Town Transcript newspapers to put them in order and identify missing issues and pages. The Selectmen, represented by Dick Gandt, began their monthly schedule of holding open “listening sessions” at the library.
- Circulation- Christine Manning- The Circulation department set out two “Staff picks” displays, which are always a hit with patrons. The TTL Book Club read “When the Emperor Was Divine,” by Julie Otsuka. Five people attended discussion. The “Gizmos and Gadgets” tech program only got an audience of two, but librarian Becca Boudreau was able to answer both patrons’ questions!

Facility—

- On January 9, the boiler shut down because of an issue with the flow switch. George Ropes came to set traps for mice in the staff room.
- On January 19, Jenka Glass replaced the solid panels in the meeting room doors.
- On January 22, Alarmex came to look at the library’s radio call box. The fire department is discontinuing supporting this equipment and the library will be picking up future monitoring. The change will occur on July 1.
- On January 23, the Quiet Study ceiling was leaking. Very windy and rainy weather was the cause of the leak.
- On January 23, Laura received a call from the Police department because the lights in the library were on. It was a miscommunication with the cleaning company.
- On January 28 at 8:30 am, Laura received a call from Red Alert that there was first floor motion in the library. The police were dispatched and found the cleaning crew.

Budget—

We have a meeting with the Finance Committee on 2/5/18 at 7 pm to discuss the library’s budget.

Circulation—

- Circulation decreased 17% from last January. Only 7 out of 36 libraries increased circulation over last January.

Library Attendance—

- Attendance decreased 4.2% from last January. The library closed all day on Thursday January 4 because of snow.

Former Business:

- FY2019 budget update – No real update right now.
- Art Committee update – We are still booked for upcoming events.
 - Music Committee update – The concert on January 28 was well done. About 60 people attended. The next concert is April 8 at the Congregational Church featuring classical music.
- Library hours - tabled

Meeting adjourned: at 8 p.m. Janet Kmetz made a motion to close the meeting; Patty Walsh seconded, the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday March 13, 2018 at 7:00 p.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 2.13.18 BOLT meeting
- Minutes from 1.8.18 meeting
- Trustees Director's Report
- Monthly financial reports
- Meeting Room Policy
- FY2018 Gould Fund A Profile