

Topsfield Town Library Board of Trustees Meeting
Tuesday February 14, 2017; 7:30 p.m.
Library Periodicals Room

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

Library Director: Laura Zalewski

AGENDA

Absent: Judith Lais

Guests:

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

Approval of Meeting Minutes: Patty Walsh made the motion to approve the Board of Library Trustee minutes of January 17, 2017 as written, Gail Bryson seconded; the motion was unanimous.

New Business:

- Behavior policy update- This is being updated to address some inappropriate behaviors that have been taking place. We will approve policy at next meeting.
- Who to call if Laura is away- Laura feels a better plan needs to be in place. Abby will attend Financial Committee meeting to discuss ongoing need for a facilities manager. Laura will draft an updated job description for Wendy who could potentially serve as a back-up facilities manager.
- Staff luncheon- Abby read a nice thank you note, it was much appreciated.
- Music Committee update- Program was on 1/29, 50 people attended.

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

- Programs: 14 children's programs with 185 attendees and six adult programs with 42 attendees.
- Staff: Becca Crocket gave her notice, she is going to Danvers. Staff attended various meetings.
- Department Reports: Cataloging, Children's Room, Reference, and Circulation.
- Facility: On 1/9 there was no heat at the library. A vent was de-iced by Dave from the HVAC company. On 1/14, the main phone line did not work and was fixed on 1/17. On 1/24 the library experienced leaks during the rainy nor'easter.
- Budget: Laura and Abby met with Dana Warren (Financial Committee liaison to the library) on 1/23 to discuss proposal of combining the two 15 hour positions in Reference to one 30 hour benefited position.
- Miscellaneous: Two of our patrons passed away in January and both obituaries mentioned donations to us in lieu of flowers. We have received \$890 so far.
- Circulation: Increased 3.7% over last January.
- Library attendance: It was as almost the same from last January.

Former Business:

- FY2018 Budget- upcoming meeting on 2/27
- Review the Rules and Regulations of the Library Trustees- Audrey Iarocci made the motion to eliminate the position of Financial Secretary under section R:2-3.1 of the election of officers. Gail Bryson seconded the motion, it was unanimously passed. We will add article VIII and article IX to the standard regulations.
- Tri-Town Community read update- Hopefully the Jacobs brothers are going to come. In April, there will be a t-shirt design contest.
- Library hours- tabled.
- Eskimo art display cabinet started on 2/15.

Meeting adjourned: 8:54 p.m.

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

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 2.14.17 BOLT meeting
- Minutes from 1.17.17 meeting
- Trustees Director's Report
- Town Library behavior policy draft
- Copy of a town bill list for reference
- Rules and Regulations of the Board document
- Town Library Monthly Financial Report