

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
Minutes of the Meeting March, 8th, 2011**

Present

Trustees: Barb Bodengraven - Chair, Jen Baker Vice-Chair, Michael Massaro - Secretary, Sean Cunniff, Audrey Iarocci, Doe DeLuca

Library Director: Dana Mastroianni

Selectman: Eldon Goodhue

The meeting was called to order at 7:40 p.m.

Friends of the Library Report

- Beth Aylmer was not in attendance for the meeting.
- Easter Egg Hunt is scheduled for April 9th, 2011
- The Summer Kickoff will be Friday June 17th.
- The Friends are organizing a “meet and greet coffee” for Dana on Thursday March 10th at the Library.

Approval of Meeting Minutes

- The Trustees reviewed the 12/14/2010 meeting minutes, Jen Baker made a motion to approve the 12/14/2010 minutes as amended, Audrey Iarocci seconded and they were approved 6-0.
- The Trustees reviewed the 01/04/2011 meeting minutes, Audrey Iarocci made a motion to approve the 01/04/2011 minutes as amended, Doe DeLuca seconded and they were approved 5-0, Mike Massaro abstained.
- The Trustees reviewed the 02/15/2011 meeting minutes, Jen Baker made a motion to approve the 02/15/2011 minutes as amended, Barb Bodengraven seconded and they were approved 5-0, Mike Massaro abstained.

New Business

- Basement Water

- o Dana took the group on a tour of the basement that recently experienced some flooding and showed the numerous areas of concern
- o There is a plumbing company that is proposing some modifications, including fixing a broken pump
- o Plumbers are working toward fixing the one “friend’s room” pump prior to the likely rain on Thursday/Friday, but the backup pump is functional
- o Dana will talk to town hall about the portable pump as a backup for the storm later this week
- o Sean Cunniff took the action to investigate whether there is a local Topsfield water expert that could take a look at the basement and recommend a course of action.

- Budgets

- o Sean Cunniff summarized the FinCom meeting from 3/7/2011 and it was stated that the Fire department is likely to get a slight increase and it seemed that the Library was going to get funded at the MAR.

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- The Selectman are holding an informational session on 3/23 to discuss the town budget and the trustees discussed that at least Dana and Barb will attend and other trustees will do their best to attend the meeting in case there are questions related to the Library.
- **Minimum Staffing Policy**
 - There was a discussion of Library Staffing / minimum staffing requirements / and when to close the Library in the case of limited staff.
 - The trustees raised concern over having to close the library due to potential staffing limits, but confirmed to Dana that she has the ability to close the library in the case that she feels insufficient staff poses a risk or safety concern.
 - The trustees agreed to defer the discussion related to instituting a minimum staffing requirement policy toward a future date.
 - Dana provided a demonstration of the new library website and discussed the transition of the website to the town hosting service.
- **Funding for Slate Roof Repair**
 - Eldon Goodhue brought up a question about whether the library could leverage existing Trust funds to cover the approximate \$10,000 repair to the slate roof.
 - The trustees discussed taking the potential roof repair fee to the Trust Fund Commissioners. The trustees decided against doing this based on the prior guidance received from the Trust Fund Commissioners during the HVAC project. The Trust Fund Commissions have provided guidance in the past that the town should be funding all future library building projects.
 - Dana took the action to follow-up with Jackie related to the history of the upcoming roof repair.

Directors Report

The Director gave a review of her report (attached).

- Barb Bodengraven made a motion to sign the cover letter individual bills associated paid by the Trust funds, Audrey Iarocci seconded the motion, and it was passed unanimously 6-0.
- The trustees discussed having the bills ready for signature by Monday afternoons and payroll forms will be ready for signature on Tuesday afternoon.
- Dana brought up the desire to have compensatory time provided for the every other Saturday.
- A discussion of the remaining items in the report ensued.

Old Business

- No other business was discussed.

Meeting Adjourned

Doe DeLuca made a motion to adjourn at 10:06pm, the motion was seconded by Barb Bodengraven and the vote was unanimous 6-0.

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Future Meeting Agenda Topics

- Appropriate staffing hours related to the library
- Compensatory time discussion related to Saturday hours for Director

Next Board Meeting

The next Board meeting will be held Tuesday April 12, 2011 at 7:30pm.

Respectfully, Submitted

Michael P. Massaro