

Topsfield Town Library Board of Trustees Meeting
Tuesday, March 8, 2016, 7:30 p.m.
Library Periodicals Room

Present: Trustees— Audrey Iarocci, Abigail Jackson, Judith Lais, Patty Walsh
Library Director: Laura Zalewski

Absent: Sean Cunniff, chair; Michael Massaro

Guests: Steve Lais, Selectman; Dick Walsh, Trust Commissioner; Dick Gandt

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

Approval of Meeting Minutes: A. Iarocci made the motion to approve the Board of Library Trustee minutes of January 12, '16; P. Walsh seconded; the motion was unanimous.

New Business:

- Staff Changes—Sara Kelso and Rebecca Crockett are new hires to the TTL, and Christine Manning has moved into the Head of Adult Services position.
- Signing Bill Lists—Laura hopes that in the future trustees will be able schedule absences so that we do not incur late charges.
- Unattended Children Policy—Concerning the last bulleted guideline (“If a child from age 9 to 16 has not been picked up....”): After discussion, all agreed to amend statement to say “A parent, guardian, or caregiver should pick up his/her child/children 15 minutes prior to closing.” Laura will revise the wording on this policy.
- Community Survey—Laura shared hard-copies of the “Topsfield Town Library Community Survey” and spoke specifically to question 8: “Where does the Topsfield Town Library need to improve?” Some desires mentioned in responses: greater service to the elderly; increase the popular music collection; staff affect with patrons. This survey and the focus group meetings will lead to the Strategic Plan for the next five years.

Director’s Monthly Report: Laura presented reports for January and February. *See each “Director’s Report” document for greater detail.*

January

- Programs—13 programs for adults and children were held with particularly good attendance at the Latin Jazz concert and at all the children’s programs.
- Staff—Becky Rowlands’ last day was January 29. We will miss her expertise and her wonderful book reviews on the blog.
- Department Reports—
 - Cataloging
 - Children’s Room
 - Reference—Anna Brandenburg was hired to fill a reference assistant position.
 - Circulation—Becky Rowlands trained Christine Manning to assume the Head of Adult Services position.

- Facility—the yearly fire alarm inspection was conducted and dry sprinkler heads were replaced.
- Budget—our appointment with the FinCom was cancelled due to snow; it will be rescheduled for February.
- Circulation—dropped from last year at this time, possibly because the Boxford Library reopened in late February '15. That said, FY 2016 non-resident circulation from Boxford remains high (45%). Attendance—January '16 remained consistent with January '15.

February

- Programs—11 programs, most for children with 197 attendees! Lt. Gov. Karyn Polito visited the library during the signing of a Community Compact with the BOS.
- Staff—another departure, Tracy Berenson left after 10 years service to assume a benefitted position with more hours; a temporary library assistant, Sara Kelso, begins on March 3, '16.
- Department Reports—
 - Cataloging—347 items were cataloged.
 - Children's Room—of special note is the "Sensory Wall" to be installed, with expected completion in March.
 - Reference
 - Circulation
- Facility—the boiler went down on 2/14; an Ambient technician inspected the system on 2/18 but could not determine a cause for the shut down. Discussion considered that the brief power outage in town on 2/14 caused the situation. No action required.
- Budget—Laura and J. Lais met with FinCom on 2/29. Of note was Laura's request "to consider combining two 15-hour positions into one 30-hour benefitted position" to reduce turnover by the 15-hour positions. This would be for FY2018.
- Circulation—both resident and non-resident circulation remain similar to the previous month's report. Attendance was higher this February than last year, due to more days the library was open.

Former Business:

- Lost Gould Trust Fund income update—following discussion and clarification of the February letter drafted by Sean Cunniff, Chair, to "Bartholomew," A. Iarocci made the motion to send a final edited version to Bartholomew; P. Walsh seconded; the motion received unanimous approval. S. Cunniff will review the letter with the Trust Commissioners at their March meeting, after which J. Lais and S. Cunniff will meet to finalize the letter.
- Emergency Situation Training—This training and its procedure will be forthcoming from Police Chief Evan Hagland; it will be deployed throughout the Town.
- FY2017 budget—finalized and discussed with FinCom.
- Generator update—see above (Facility)
- Library hours-tabled
- Eskimo art-tabled
- Strategic Plan update—see above

Meeting adjourned: at 8:59 p.m.

The next scheduled Board meeting: Tuesday, April 12, 2016, 7:30 p.m.

Respectfully submitted,

Judith Lais

List of Documents:

- Agenda for 3.8.16
- Minutes from 1.12.16
- Trustees Director's Report 2.9.16
- Trustees Director's Report 3.8.16
- Topsfield Town Library Community Survey
- Policy on Unattended Children
- Topsfield Town Library Monthly Financial Report
- FY 2016 Gould Fund A Profile
- 1st Draft of Bartholomew letter