

Topsfield Town Library Board of Trustees Meeting
Tuesday, March 20, 2018 7:00PM
Library Periodicals Room

Present: Trustees – Audrey Iarocci, Chair; Abigail Jackson, Janet Kmetz, Patty Walsh. Library Director – Laura Zalewski

Absent: Gail Bryson, Brooke Spater

Meeting called to order at 7:00PM by Chair

AGENDA

Minutes: Patty Walsh motioned to approve the meeting minutes of February 13, 2018, seconded by Abby Jackson, all in favor unanimous.

New Business:

- Accord Food Pantry requested a drop off box at the Library as pantry services 400+ Topsfield residents a year. P. Walsh will talk to Top Shelf Food Pantry @ Trinity Church to ascertain their needs and # of residents served. Discuss at next meeting to participate in one or both food pantries.
- A. Jackson recommended a protocol for introducing new Trustees to the board and an orientation of the Library. Outgoing Trustee(s) should also give notice of tenure termination.
- P. Walsh questioned the basis of library closings before/during/ after snowstorms. Laura explained that Town Hall determines closing of town offices and departments.
- P. Walsh requested clarification of scheduling TTL story hours, which Laura explained are 6 week sessions with 3 week intervals between, plus the CFEC sessions.
- The Art Show for the month of March, featuring local artists and a reception, was not promoted in the TTL newsletter because no information was provided by the art group.

Director's Report: See attached detailed report. Highlights:

- More religious diversity and inclusiveness in December seasonal decorations.
- L. Zalewski and A. Iarocci met with FinCom on 2/5 to discuss the Library's budget increase for building maintenance and wages. There was no indication of approval or disapproval.
- The Trustees are grateful to receive a \$5,000 donation to the Library from the estate of Janet Eagleston.

Former Business:

- Art Committee: For future displays, need one or more Trustees to attend reception. Committee should provide a list of displays by month to assign a Trustee per event.
- Music Committee: 4/8 concert @ 4PM @ Cong. Church. Will meet again in May.

Meeting Adjourned: At 8:12PM, P. Walsh motioned to close the meeting, seconded by A. Jackson, unanimously approved.

The next scheduled Board meeting is on Wednesday, 4/11 at 7:00PM

Respectfully submitted,

Janet O. Kmetz

List of Documents:

- Agenda for 3/20/18 meeting
- Minutes from 2/13/18 meeting
- Director's Report, 2/18
- Financial Reports