

**Topsfield Town Library Board of Trustees Regular Meeting  
Tuesday, March 31, 2015  
Library Periodicals Room  
Minutes**

**Present:** Trustees—Michael Massaro, chair; Philip Madell, vice chair; Sean Cunniff, Kathleen Hoffman, Judith Lais; Library Director: Laura Zalewski

Chairman Michael Massaro called the meeting to order at 7:34 p.m.

**Approval of Meeting Minutes:** Philip Madell made a motion to approve the Board of Library Trustee minutes of February 10, 2015; Sean Cunniff seconded; the motion was approved 5-0.

**New Business:**

- Library statistics: Laura presented data on FY 2015 circulation and interesting statistics. (See Director's Report)
- Generator update: Laura was informed on 3/2/14 that the generator is in production. Expectation for delivery "soon."
- Community Read update: began on 3/13: The Orchard. Approximately 30 people attended on the 13<sup>th</sup>.

**Director's Monthly Report:** for full detail, see Laura's February report prepared for 3/31/15 meeting.

- **Programs:** 11, with 123 attendees—mainly for children's programs. The posted picture on the library's FB page attracted numerous likes/posts.
- **Collection:** DVDs have been moved behind circulation desk.
- **Facility:** Martha Morrison, Dan Philpott and Ralph Castagna (member of Library Building Committee), reviewed the water problems in basement and made some changes to sump pumps.  
Fire Department inspections have been resolved and the library has met requirements.  
Fire alarm on 2/22 occurred. Issue was a ground fault.  
Circulation up from last year.

**Former Business:**

- Basement water update: see Laura's February report.
- FY2016 Budget—see Laura's February report
- State Aid: second part of state aid has been received. 20% more than last year.

**Meeting adjourned:** at 8:08 p.m.

The next board meeting will be held on Tuesday, April 14, 2015, at 7:30 p.m.

Respectfully submitted,

Judith Lais, Secretary