

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

April 8, 2014 Meeting Minutes

Present

Board of Library Trustees: Philip Madell, Chair, Sean Cunniff, Secretary,
Audrey Iarocci, Michael Massaro, Doe DeLuca (Arrived approx. 7:35)
Library Director: Laura Zalewski
Eldon Goodhue, Selectmen
Abigail (Abby) Jackson, Candidate for Library Board of Trustees
Judith Lais, Candidate for Library Board of Trustees

Chairperson Philip Madell called the meeting to order at 7:30 p.m.

Approval of Meeting Minutes

- Mike Massaro made a motion to approve the minutes, as amended, of the March 11, 2013, meeting; Sean Cunniff seconded; the motion was approved 5-0.

New Business

- Trust Fund Update
 - Chair Madell gave an update on the BOS meeting of April 7th. Eldon Goodhue gave an update on the meeting between Chair Strachan and the Town Treasurer on the Trust Funds. He detailed that the four items that were agreed to by Chair Strachan and the Town Treasurer have not been completed at this time. As a result the Library Trust Funds are still be held by Bartholomew & Company.
 - Audrey Iarocci made a motion to for the Board of Library Trustees to write a letter to the Board of Selectmen expressing the unanimous support of the Trust Fund Commissioners in the matter of the current trust fund dispute. Mike Massaro seconded and it was unanimous.
 - Doe DeLuca made a motion that the Board of Library Trustees send a Letter to Town Administrator that Investment Policy Statement does not apply to the Library Trust Funds and therefore the Board of Library Trustees will not responding to the request for comments on the policy. Mike Massaro seconded. It passed unanimously.
- Heating system update – The Director gave an update on the potential for a grant that would be used to buy a new energy efficient boiler for the town. Please see attached Green Communities Grant application for details.
Mike Massaro made a motion to approve the grant application, Audrey Iarocci seconded and the vote was unanimous.
- De Cordova Update
Audrey Iarocci made a motion to approve the De Cordova contract for one year. Doe DeLuca seconded and the vote was unanimous

- FY2014 – Budget Update –
 - The Director noted that the generator specification was being paid out of the Library operating budget.
 - The Director noted that Ambient Controls had not submitted bills in a timely fashion and this resulted in an unexpected \$5k shortfall in the Library Budget. The director is requesting a transfer at special town meeting to cover operating budget as well as one for \$3600 to cover the natural gas generator over what was appropriated.

- The Director discussed a potential Eagle Scout from Troop 81 project for a “Little Library” kiosk. More details will be forthcoming at later meetings.

Director’s Monthly Report

Please see attached report dated 04/08/2014 for more detailed information

- Trust Fund Update – moved to first item
- Sunday Hours Update – The Director reported that response has been generally favorable. Average circulation and attendance on Sunday is about the same as Wednesday and Friday, the days the Library is open 5 hours.
- Generator Bid – Committee report – No report given
 - The generator bids were discussed.
 - Doe DeLuca made a motion to approve the Systems Electrical Generator Bid for \$53, 647, Audrey seconded, the vote was 5-1, with Sean Cunniff opposed.

David Strachan, Chair of the Commissioners of the Trust Funds joined at 8:55 and gave an additional update on the Trust Funds.

Audrey Iarocci made a motion to adjourn, Mike Massaro seconded. The vote was unanimous and the meeting was adjourned at approximately 9:15.

Sean Cunniff, Secretary