

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES**

April 10, 2012 Meeting Minutes

Present

Trustees: Jennifer Baker, Sean Cunniff, Barbara Bodengraven
Michael Massaro, Audrey Iarocci
Interim Library Director: Rebecca Rowlands

The meeting was called to order at 7:36 p.m.

Approval of Meeting Minutes

Jen Baker made a motion to approve the March 23rd meeting minutes, Barbara Bodengraven seconded and it passed unanimously 6-0.

The Friends of the Library Report was tabled, as there was no representative in attendance.

New Business

Director Search Update – The Trustees discussed the creation of a subcommittee to formally review the resumes that were received as part of the Full-Time Director job posting. Sean Cunniff took the action item to research the subcommittee rules related to the open meeting law.

Jen Baker made a motion to form a Director Search committee that includes Dorothea DeLuca, Audrey Iarocci and Mike Massaro. Audrey Iarocci seconded the motion and it was passed unanimously, 6-0.

The Trustees had an open discussion about the applicants interested in the position and the next step of performing some phone interviews with select candidates.

Art Donation – There was a showing of the donation of 7 pieces of Laura Elkins Stover art that was made by a patron. Audrey Iarocci made a motion to accept the art upon the successful submission of the donation paperwork, Doe DeLuca seconded the motion and it was passed unanimously, 6-0.

Service Contracts Renewal – There was a discussion about the need to renew the service contracts with the HVAC, Technology Support, and Cleaning.

Network Consulting Contract – There was a discussion about the existing contract with the networking vendor and Rebecca Rowlands agreed to research the contract and provide details on the terms to the Trustees.

Director's Monthly Report Items

Rebecca Rowlands discussed the Director's report and the details were discussed with the Trustees, please review the attached report.

Old Business

Facilities Contractor – The Trustees discussed the process for hiring a contract person related to the maintenance of the library building. Jen Baker agreed to contact the facilities maintenance individual that handles the Topsfield schools for potential referrals for contractors or companies.

Committee Reports

Music Committee – There was a discussion on the Quintessential Brass concert on Friday April 27th at the Gould Barn at 7pm.

Art Committee – There was a discussion about the recently accepted Laura Elkins Stover art and it was agreed that the Art Committee will work with the Director on a decision about how best to use the pieces of the art.

Other Business

There were no additional business items discussed.

A motion to adjourn the meeting was made by Doe DeLuca and seconded by Barbara Bodengraven at 9:27pm and it was approved 6-0.

Next Board Meeting will be held on May 8, 2012 in the Library Periodical Room.

Respectfully submitted,

Michael Massaro, Secretary