

Topsfield Town Library Board of Trustees Meeting

Wednesday, April 11, 2018

Library Periodicals Room

Present: Trustees-Audrey Iarocci, chair; Gail Bryson, Janet Kmetz, Abby Jackson

Library Director: Laura Zalewski

Absent: Brooke Spater, Patti Walsh

Guests: Kathy Hartmann

AGENDA

Meeting called to order at 6PM by Audrey Iarocci.

Approval of Meeting Minutes

Motion to approve meeting minutes of Tuesday of March 20th made by A. Jackson, seconded by J.Kmetz – unanimously approved.

New Business:

- Library Director's Evaluation – Individual evaluations to be given to by Trustees to A. Iarocci who will compile them. These will be reviewed with L. Zalewski on April 24th. It was decided last year to do this a month earlier than usual so that present Trustee Board would be intact. Actual evaluation not due until June so some goals from last year still not totally completed,
- Logo Introduction – New library logo has been put on car magnets that will be distributed to patrons. Friends of the Library have been approached about assuming this expense.

Director's Report – see attached

Former Business

- Donation Box for Accord Food Pantry - Top Shelf Food Pantry is based at Trinity Church and would be interested in having a "drop off" box for donations. As this is a local organization, it was suggested that it be accommodated rather than Accord which is based in Hamilton, though is used by Topsfield residents. A. Jackson volunteered to invite representative from Top Shelf to the next meeting to discuss organization of same.
- FY 2019 Budget Update – Budget that was submitted by L. Zalewski was approved and will be submitted at town meeting. Only increases for funding were in line items from vendors/suppliers.
- Art Committee – Date for change of Decordova exhibit is nearing. New members to this committee will need appointing and date will be set at next Trustee meeting. J. Kmetz

suggested that there should be more involvement by Trustees in advertising of local artists who are displaying at the library. This will be further discussed at the next meeting.

- Recent concert had minimal attendance of 32 – many of whom left early to attend church function. Discussion as to why so poorly attended with speculation that part of problem may be that the type of music offered only appeals to a small population. Meeting with the music committee will be in May to plan next year's offerings.
- Name tags/identifying who is answering telephone – Name tags are worn. It is suggested that person answering phone identify themselves so that there will be a reference if follow up phone call is needed by the caller.
- New Meadows Garden Club may not be decorating interior of library at Christmas secondary to financial considerations.

Meeting adjourned at 7 PM.

Respectfully submitted,

Gail Bryson

List of Documents:

Director's Report, FY19 Budget/Department Request, Topsfield Town Library Monthly Financial Report