

Topsfield Town Library Board of Trustees Meeting
Tuesday, April 12, 2016 7:30 p.m.
Library Periodicals Room

Present: Trustees—Sean Cunniff, chair; Audrey Iarocci, Abigail Jackson, Judith Lais, Michael Massaro, Patty Walsh
Library Director: Laura Zalewski

Absent:

Meeting called to order at 7:32 p.m. by Mike Massaro. Sean Cunniff assumed chair at 7:35 p.m.

Approval of Meeting Minutes: Patty Walsh made the motion to approve the Board of Library Trustee minutes of March 8, 2016; Mike Massaro seconded; the motion was unanimous.

New Business:

- Music Committee update—tabled
- Draft Mission and vision statements (part of the strategic plan): M. Massaro motioned to accept, P. Walsh seconded; unanimous approval. This Mission and Vision statement now influences the Strategic Plan that is ongoing.
- Trustees P. Walsh, A. Jackson, J. Lais, A. Iarocci, and Library Director L. Zalewski expressed gratitude to Sean Cunniff and Mike Massaro for their six years of service to the Topsfield Town Library.

Director's Monthly Report: See L. Zalewski's full report for specific details for each category.

- Programs—7 programs offered, 72 attendees
- Staff—Laura and staff participated in numerous events and meetings during the month with two of special note: 1) a possibility for a “community-schools” reading event in Boxford, Middleton, and Topsfield; stay tuned; 2) staff members attended parts of a demonstration of SirsiDynix Symphony library system; the consortium may decide to stay with Evergreen (a “OS”—open source—in library lingo) or move to either Sirsi... or the Innovative Polaris system.
- Department Reports on Cataloging (an especially large number of newly catalogued items—thanks, Sybil); Children's Room—new posters and art to brighten the space; Reference; and Circulation
- Facility—of note, the Sensory Wall in the Children's Room was unveiled on March 30, funded by gifts from the American Legion and the Collins family! Our gratitude for their generosity benefitting our young patrons. The *Tri-Town Transcript* covered the event.
- Budget—no change
- March Circulation—dropped 12.5% from last year; this dip was mirrored in numerous MVLC libraries. Library attendance dipped 4% from previous year.
 - Sunday hours have been used less this year than in the first year it had been opened on the winter Sundays.

Former Business:

- Lost trust income update—S. Cunniff met with the Trust Commissioners. In attendance also at the meeting were J. Lais and P. Walsh. A letter was sent by certified mail to Bartholomew and Company outlining concerns and irregularities by the company. The good news for the library is that the Trust Commissioners voted to reduce the annual payment on Library bond by approximately \$19,000 to offset the loss in trust income. The Library funds are now “corrected.” The Town will need to cover this amount either through Bartholomew, the insurance company, or a transfer of funds.
- Emergency training update—this will be scheduled by the town through the Police Dept.
- Generator update—software for the energy controls need to be updated. Fred Dougherty, management consultant, will be addressing this.
- Unattended children policy—change the last sentence of revised DRAFT 4/12/16 to say “Children 9 years and older may visit the library unattended by an adult but must abide by the library’s Behavior Policy.”
- Library hours—tabled
- Eskimo art--tabled

Meeting adjourned: at 8:30 p.m.

The next scheduled Board meeting: Tuesday, May 10, 2016; 7:30 p.m.

Respectfully submitted,

Judith Lais

List of Documents:

- Agenda for 4.12.16
- Minutes from 3.8.16
- Current and proposed m and v
- Policy on Unattended Children
- Trustees Director’s Report for 4.12.16