

Topsfield Town Library Board of Trustees Meeting
Tuesday, April 14, 2014 7:30 p.m.
Library Periodicals Room

Present: Trustees—Michael Massaro--chair, Kathleen Hoffman, Abigail Jackson, Judith Lais; Library Director: Laura Zalewski
Absent: Philip Madell, Sean Cunniff

Meeting called to order at 7:36 p.m. by Michael Massaro, Chair.

Approval of Meeting Minutes: Kathleen Hoffman made the motion to approve the Board of Library Trustee minutes of 3/31/15 as written; Abby Jackson seconded; the motion was unanimous.

New Business:

- Jane Johnson's retirement—after 14 years Jane's last day will be on Friday, May 1. Staff plan a *thank you* for that afternoon. Laura invited Board to offer good wishes that day. Friends and Board can do something to honor Jane.
- Town Meeting warrant articles include an article for Library Security to alarm the internal doors. This appropriation will be determined after town meeting.
- Bequest to the Library in the Will of William C. Pizzano, Topsfield, his Eskimo collection: Abby Jackson offered to make calls to antique dealers regarding the collection's worth to the Topsfield Library. Members expressed gratitude but also concern regarding potential restrictions and stipulations of such a gift. Abby will confer with Laura.

Director's Monthly Report: See Laura's printed Director's Report for specific details of the following:

- **Programs:** 26 with 387 attendees. Children's Room is the busiest of the places during these events. Local Author Night was somewhat unsuccessful in attendance. Book Grows in Topsfield book discussion was well attended.
- **Staff** attended several workshops pertaining to library issues.
- **Collection:** no new reports.
- **Facility:**
 - New phone system installed on 3/11; some unaddressed problems with it continue.
 - North Shore Fire inspected the fire extinguishers on 3/6
 - Sunday hours update: Not as successful as last year's: one factor could have been bad weather. Laura will be reviewing this again next year.
- **Budget:** no changes
- **Circulation** increased 4.3% from last year.
- **Non-Resident Circulation**—still high use by Boxford residents even though the Boxford town library has reopened.

Former Business:

- Basement water update—No water in the basement (whew); Dan Philpott is investigating contractors for quotes on masonry and exterior work.
- Generator update: scheduled installation the week of 4/20.
- Community Read update: positive response by patrons

Other:

May 1: Art in Bloom reception New Meadows Garden Club, 5:00-7:30 p.m.

On behalf of the Board, Abby and Judith will identify a “retirement” gift for Jane Johnson.

Meeting adjourned: at 8:21 p.m.

The next board meeting will be held on Tuesday, May 12, 2015, 7:30 p.m.

Respectfully submitted,

Judith Lais

Note: Mike not at May or June meetings. He'll be back on the 18th of June_