

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, May 8, 2018 7:00 p.m.**  
**Library Periodicals Room**

**Present:** Trustees— Abigail Jackson, Janet Kmetz, Brooke Spater, Gail Bryson, Kathy Hartmann, Olivia Gatti  
Library Director: Laura Zalewski

**Absent:** Gail Bryson

Guests: Jodi and Nicholas Gibeley

**AGENDA**

Meeting called to order at 7:05 p.m. by Janet Kmetz.

• Election of new officers:

Chair: Gail Bryson nominated by Abby Jackson; Janet Kmetz seconded; the motion was unanimous.

Vice Chair: Janet Kmetz nominated by Brooke Spater; seconded by Abby Jackson; the motion was unanimous.

Secretary: Brooke Spater nominated by Abby Jackson; seconded by Janet Kmetz; the motion was unanimous.

Liaisons:

Trust Fund Commissioners: Kathy Hartmann

Art Committee: Olivia Gatti

Music Committee: Abby Jackson and Gail Bryson

Friends Committee: Brooke Spater and Janet Kmetz (possibly rotate)

**Approval of Meeting Minutes:** - April 11, 2018 meeting minutes were approved as amended by Abby Jackson; Brooke Spater seconded. The motion was unanimous.

**New Business:**

- Signature(s) for payroll/bills- Authorizes one signature on the payroll and one signature on the bill list. The board unanimously voted to approve this.
- Library holidays: Approval of FY 2019 calendar - Janet Kmetz made a motion to accept, Brooke Spater seconded, the motion was unanimous

**Director's Monthly Report:** See Laura's specific monthly report document for details.  
Programs—15 children's programs, 339 attendees. 8 adult/family programs, 90 attendees.

Staff—Laura represented the library at the Grow Expo on 4/7. The library staff hosted a thank you breakfast for the library volunteers on 4/20. Topsfield. Another popular session of Lego Mania. Spring Storytime began 4/3. Planning continues for summer reading.

Department Reports—

- Cataloging- Sibyl Hezlett-The library acquired 388 items in April, 309 adult, 79 juvenile.
- Children's Room- Lindsey Recka-77 patrons attended the Ed the Wizard program. 73 patrons enjoyed a visit from Belle. Legomania was popular, Spring story time started 4/3, and plans continue for summer reading.
- Reference- Wendy Thatcher- Administrative Assistant Tom Salvo had an antenna making workshop. The last AARP workshop was held 4/12. Reference proctored an exam for a graduate school distance learner. Reference Assistant Anna Bradenburg attended a free "Personal Digital Archiving" webinar offered by NEDCC. Assistant Director/Reference Librarian Wendy Thatcher attended a free "How to Host a Community Scanning Day" webinar offered by the NEDCC. The event has yet to be planned.
- Circulation- Christine Manning- Steady April. The library's first live theater performance was well promoted and had 23 attendees. It went very well. We tried some experimental book displays to see what patrons best respond to. "April Fool's" display sign went unnoticed.

#### Facility—

- On Monday 4/2 one of the toilets in the ladies' restroom would not stop flushing; problem was fixed by plumber.

#### Budget— No update

#### Circulation—

- Circulation increased 5.86% over last April

#### Library Attendance—

- Attendance increased 14.6% over April 2017.

#### **Former Business:**

- Library Director's Evaluation- Audrey summarized and presented this to Laura.
- Logo introduction- We will roll out the magnets for unique events starting with the summer reading program on 6/16.
- Donation box for Accord Food Pantry- We had a presentation by Top Cupboard Pantry by Jodi and Nicholas Gibeley regarding possible drop box at the library. Accord had approached the library and we thought it would be worth reaching out to Top Cupboard since they are local, and we are considering a drop box here at the library. Bin would need to be tall and narrow as well as durable.
- FY2019 budget update is complete and approved.
- Art Committee update- Olivia and Laura will connect for next steps.
- Music Committee update- Abby provided a bit of background on some of the performers/events for the new trustees. Gould Barn is \$100 during the week instead of \$700 on weekends so that's a possibility.

**Meeting adjourned:** at 8:16 p.m. Kathy Hartmann made a motion to close the meeting; Janet Kmetz seconded, the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday June 12, 2018, 7:00 pm

Respectfully submitted,

Brooke Spater

**List of Documents:**

- Agenda for 5.8.18 BOLT meeting
- Minutes from 4.11.18 BOLT meeting
- Trustees Director's Report
- Monthly financial reports
- FY2018 Gould Fund A Profile
- Copy of new logo
- FY2018 Performance Review for Laura
- Authorization form for payroll signatures
- FY2019 Topsfield Library holiday calendar