

## **Topsfield Town Library Board of Trustees Meeting**

Tuesday, May 10, 2016, 7:30 p.m.

Library Periodicals Room

Present: Trustees—Gail Bryson, Audrey Iarocci, Abigail Jackson, Judith Lais, Brooke Spater, Patty Walsh

Library Director: Laura Zalewski

Absent:

Guests:

Meeting convened at 7:33 p.m. by Abby Jackson.

Election of new officers:

Audrey Iarocci nominated Abby Jackson and Patty Walsh nominated Judith Lais for chair position; Judith withdrew her name; Abby Jackson was elected unanimously.

At 7:40 p.m., Abby called the meeting as new chair.

Election of Vice Chair: Audrey Iarocci nominated Judith Lais as vice chair; seconded by Patty Walsh; unanimous.

Election of Secretary: Brooke Spater: nominated and unanimous approval.

Appointments of liaisons to following committees:

Trust Fund Commissioners: Judith Lais

Art Committee: Audrey Iarocci (Patty Walsh also expressed interest)

Music Committee: Abby Jackson and Gail Bryson

Friends of the Library: Patty Walsh and Brooke Spater

Approval of Meeting Minutes: Audrey Iarocci made the motion to approve the Board of Library Trustee minutes of April 12, 2016 as written; seconded by Patty Walsh; the motion was unanimous.

New Business:

- Signature for payroll—done on Wednesday morning; this requires only one signature; it must be submitted to Town Hall on Thursday by 10 a.m. As representative of the TTL Board of Trustees, Audrey Iarocci volunteered to sign payroll; Abby Jackson moved for action under MGL: Ch. 41, § 41; Gail Bryson seconded; unanimous approval.
- Library holidays—Laura presented the holidays Motion to approve by Patty Walsh and seconded by Gail Bryson; unanimous.

Director's Monthly Report: See Laura's specific monthly report document for details.

- Programs: 17 programs with 468 attendees; great attendance at children's programs
- Staff: several staff attended demonstrations to learn about SirsiDynix Symphony and Innovative Polaris, both proprietary library systems under consideration as potential replacement for the current open-source Evergreen system.

- Department Reports—
  - Cataloging—Sibyl was busy again this month!
  - Children’s Room—of note, 90 Steward School “Kindergarten Field Trip” visitors; this is a yearly visit.
  - Reference—AARP tax prep. appointments concluded. Whew! Masco intern, Jill Ryan, will be here through May, assisting in Reference and Children’s Rooms; another Masco intern beginning on/after May 10.
  - Circulation—Christine Manning is fully settled in her new position.
- Facility: Leak identified in HVAC system on 2<sup>nd</sup> floor (wet carpeting and ceiling tile damage); ATCO called and addressed immediate concern with fan coil; technician scheduled to return for completion of the tasks.
- Budget: no change. (The TTL’s annual budget FY17 was approved at Annual Town Meeting).
- Circulation: see charts on materials and attendance.

Former Business:

- Strategic Plan update—Mission and Vision approved last month; Laura and staff currently are discussing action items regarding that; some meetings with staff have been conducted.
- Music Committee update—3 dates are set: 11/14, 12/2 (Open Mic), and 1/29/17—all at Gould Barn; programs \$2000 or under.
- Lost trust income update—Judith Lais provided information regarding the Bartholomew and Company response letter.
- The revised “Unattended Children Policy” was presented—this newly worded policy stipulates that the Library will not be considered *in loco parentis*. Laura will coordinate with schools to convey this policy statement to families. Judith Lais made the motion to approve and Patty Walsh seconded; unanimous.
- Generator update—all the fan coils need to be connected to the generator, and work is being planned to have this addressed.
- Library hours--tabled
- Eskimo art—Belinda Recio, North Light Gallery in Hamilton, has knowledge of Inuit art; Abby and Laura sent photos to her for evaluation. Judith contacted Michael Dyer, Ph. D., maritime historian at the Whaling Museum, New Bedford, MA, who reviewed the photos of the collection and indicated it might be useful for school programs and some display. His cursory appraisal did not identify significant value.

Meeting adjourned at 8:53 p.m.

The next scheduled Board meeting is Tuesday, June 14, 2016; 7:30 p.m.

Respectfully submitted,

Judith Lais

List of Documents:

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| • Agenda for 5.10.16 BOLT meeting | • Bartholomew response letter (dated 4.12.16) |
| • Minutes from 4.12.16 meeting    | • Policy on Unattended Children (rev.)        |
| • Trustees Director’s Report      |   |
| • Library holidays                |   |