

TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
May, 11th, 2011 Meeting Minutes

Present

Trustees: Barb Bodengraven - Chair, Jen Baker Vice-Chair, Michael Massaro - Secretary, Sean Cunniff, Audrey Iarocci, Doe DeLuca.

Friends of the Library: Beth Aylmer

Library Director: Dana Mastroianni

Board of Selectman: Eldon Goodhue

The meeting was called to order at 7:36 p.m.

Approval of Meeting Minutes

- The Trustees reviewed the 04/12/2011 meeting minutes, Sean made a motion to approve the 04/12/2011 minutes as amended, Jen Baker seconded and they were approved 6-0.

New Business

- Friends of the Library Report

- o The first digital photography class was very successful and the outcome was to have a digital photography 2 class showcasing more advanced techniques.
- o Attendance at both the Julia Glass and Mike Gerard events were low, but the events received positive feedback from those that attended.
- o May 21st is the Barnes & Noble event where the FOTL gets 10% of sales and follow-up Internet sales.
- o Adult Party for the Friends of the Library on May 21st is a Blackjack event hosted at the Ferncroft.
- o The Book Sale is scheduled from June 8th – 11th with setup on the 6th and the 7th.
- o The Summer Kickoff will be Friday June 17th.

- Additional New Business

- o The trustees discussed with Dana the FY 2011 Holiday Schedule that was distributed in the meeting packet.
- o The trustees reviewed the recommendation to have the Library closed on July 2, 2011 and a discussion ensued.
- o Jen Baker made a motion to approve the Current FY 2011 holiday schedule as well as the requested additional July 2, 2011, it was approved unanimously, 6-0.
- o Dana provided a summary of the meeting with the Trust Fund Commissioners and specifically discussed a summary of how the funds should be spent and how the unused money is invested as well.
- o Dana discussed the current eReader policy and a discussion ensued related to whether the eReaders should be available for checkout.

- Election of New Officers

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- Barb made a motion to elect Sean Cunniff the Chairman and Jen Baker seconded the motion and it was approved unanimously, 5-0 Sean Cunniff abstained.
- Barb made a motion to elect Doe DeLuca as the Vice Chairman, Sean Cunniff seconded the motion and it was approved unanimously, 5-0 Doe DeLuca abstained.
- Audrey made a motion to elect Mike Massaro the Secretary and Doe DeLuca seconded the motion and it was approved unanimously, 5-0 Mike Massaro abstained.
- Sean Cunniff appointed new liaisons to the following committees:
 - Doe Deluca – Art Committee
 - Jen Baker – Music Committee
 - Audrey Iarocci – Friends of the Library
 - Audrey Iarocci – Trust Fund Commissioners

Directors Report

The Director gave a review of her report (attached).

- The new library website is up and they are looking to make some modifications, but it is a step forward in functionality for the library.
- Integrated Library System is being updated, this project is called “Evergreen” and is being rolled out on May 30th. Training will be held accordingly for the staff.
- Performance reviews will be done in the coming month with the staff.
- Amanda gave her notice to take a new job and her last day will be May 21st, Dana is currently looking at staffing option with this recent news.
- Dana mentioned the addition of verbiage to the receipt printout to remind patrons to return their materials and Sean Cunniff recommended moving the verbiage from the bottom of the receipt to the top to raise the visibility of the reminder.
- Dana reviewed the facilities report and a lively discussion occurred with the Trustees.
- The library is requesting bids for Network Administration for FY 2011.
- The Trustees discussed the fines in the surrounding MVLC libraries and what was the best policy for Topsfield, a conversation was had related to the handout distributed by Dana about Fines and late check-ins from other local libraries.
- There was a discussion in regards to patrons having their library cards when they checkout books.
- There was a discussion about the 6-month review and Dana will provide the Trustees with the appropriate forms.
- A discussion of the remaining items in the report ensued.

Old Business

- There were no old business items discussed.

Committee Reports

- Art Committee – There was no update to provide.
- Music Committee - Is scheduled for May 15, 2011 Boston Saxophone Quartet for the Gould Barn at 4pm.

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Meeting Adjourned

- Mike Massaro made a motion to adjourn at 09:31pm, Jen Baker seconded the motion and the vote was unanimous, 6-0.

Future Meeting Agenda Topics

- Review Updated eReader Policy allowing for checkout options
- Library Late Fee Fines

Next Board Meeting

- The next Board meeting will be held Tuesday June 14, 2011 at 7:30pm.

Respectfully, Submitted

Michael P. Massaro