

Topsfield Town Library Board of Trustees Meeting
Tuesday, May 12, 2015 7:30 p.m.
Library Periodicals Room

Present: Trustees—Sean Cunniff, Audrey Iarocci, Abigail Jackson, Judith Lais, Patty Walsh

Absent: Michael Massaro

Library Director: Laura Zalewski

Meeting called to order at 7:30 pm by Judith Lais, Acting Chair/Secretary .

Election of new officers:

Chair: Sean Cunniff—Nominated by Patty Walsh, second by Abby Jackson.
Unanimous approval

Newly appointed chair then commenced the meeting.

Vice Chair: Abby Jackson nominated by Audrey Iarocci, seconded by Judith Lais; unanimous approval.

Secretary: Judith Lais nominated by Abby Jackson, seconded by Audrey Iarocci; unanimous approval.

Liaisons to the following committees were made:

Trust Fund Commissioners—Judith Lais (or Michael Massaro)
Art Committee—Audrey Iarocci
Music Committee—Patty Walsh

Approval of Meeting Minutes: Abby Jackson made the motion to approve the Board of Library Trustee minutes of April 14, 2015 as amended; Audrey Iarocci seconded; the motion was unanimous.

New Business:

- Signatures for payroll: Abby Jackson will continue in this role or another member can/will sign in her absence.
- Library holidays—Laura presented a schedule for holidays for FY2016. Some discussion/dissent on July 3. Motion: Patty Walsh voted to accept as amended—date corrections; Judith Lais opposed.
- New staff member—Eileen Smith has been hired as a library assistant for 15 hour position; Eileen brings 25 years of experience in school and public libraries. Heather Maganzini has resigned and taken a full time position in the Tewksbury library system.
- Library hours—Judith Lais presented her reasoning to discuss a change in library hours. Laura will begin researching data on this. While we cannot change the total number of hours, we can toy with each day's hours. An upcoming long range plan provides a vehicle for gathering information regarding a potential change in hours.

Director's Monthly Report: see Laura's prepared report for April 2015 for full details.

- **Programs**—numerous excellent programs, especially those for children. We commend Becky Rowland for her leadership on the ABGIT program.
- **Staff**—attended MVLC meetings, meetings for teachers and librarians, Program Planners meeting, and NERGS conference, etc.
- **Collection**—nothing new to report
- **Facility**—phone system problems continue; generator installation by Systems Electrical is now 90% complete. One change order was required to move a sump pump with a charge of \$1,610. Director pleased with the installation.
- **Budget**—no change from last month. Library received \$5000 from Mott Grant. Also, \$1706 as a small library network grant.
 - In MA State Aid, some reduced funding will be experienced. Cuts impact flexibility in our use of funds.
- **Circulation**—consistent with previous months.
 - Non-resident circulation similar to previous months overall; continued high use from Boxford patrons.

Former Business:

- Generator update—see Laura's report.
- Town meeting, May 5, 2015, **Article Seventh** update—approved “the sum of \$7,000 for the Library security doors and alarm system; and to meet said appropriation transfer the sum of \$3,047 from the Fiscal 2015 Town Liability Insurance Account; transfer the sum of \$1,630 from the Fiscal 2015 Cable Wage Account; and transfer the sum of \$2,323 from the Fund Balance Reserve for 20 year borrowing.” (This approves the purchase and installation of alarmed crash bars on five emergency exit doors at the Library.)
- Eskimo art—Trustees conducted a site visit at benefactor William Pizzano's home, 11 Forrest Road, to see the bequest to the Topsfield Library. Abby Jackson made the motion to accept the gift of Eskimo art; Audrey Iarocci seconded; unanimous approval.

Other Business: Trustees will send notes of gratitude to outgoing Library Trustees and to outgoing Selectman Richard Gandt for dedication and service to the Library and its patrons and staff.

Meeting adjourned: 8:22 p.m.

Next Board meeting: Tuesday, June 9, 2015; 7:30 p.m.

Respectfully submitted,
Judith Lais, Secretary