

Topsfield Town Library Board of Trustees Regular Meeting

Tuesday, 5/13/14, Minutes

Present:

Board of Library Trustees: Philip Madell, chair; Mike Massaro, Kathleen Hoffman, Abby Jackson, Judith Lais

Library Director: Laura Zalewski

Absent: Sean Cunniff

Chair Philip Madell called the meeting to order at 7:30 p.m., provided comments and extended sincere appreciation for outgoing members, Audrey Iarocci and Doe Deluca.

Minutes from 4/8/14 reviewed. MMassaro motioned to approve the minutes; KHoffman seconded. Minutes approved. New members AJackson and JLais, abstained.

First order of business was the nomination of new officers: Mike Massaro—chair; Phillip Madell—vice chair; Judith Lais—secretary. Abby Jackson motioned to close the nominations and to approve the recommendations. Motion passed unanimously.

Motion for sine die by PMadell; seconded by MMassaro. All in favor.

New chair, Mike Massaro re-called the meeting to order at 7:35 pm.

New Business:

- New signatures to be added to payroll—AJackson indicated willingness to sign payroll forms; other members also can sign, as needed. Wednesday is signing day. See Trustees Box behind circulation desk.
- Library holidays—Library director requested that July 5 be included as an additional holiday this year. Other holidays continue as previously established. Note: December 24—library not open to public but staff to work. See “Draft FY2015 Topsfield Town Library Holidays” attachment Motion approved and seconded by the Board for the schedule of holidays as determined by Laura Zalewski, Director.
- Laura Lee Bond appointed as assistant in Children’s/YA Rooms; also she will give support in archives as needed. Started 5/5/14.

- Request of Girl Scout Troop 66865 in Georgetown to collect CDs to recycle. Motion to approve request made by JLais and seconded by AJackson; unanimous approval.
- Artist Meg Black requests to have her “River Road” painting above circulation desk photographed and cleaned (see email 5/9/2014 to library director). She will give library a copy of the photograph to put on website and to use in any publicity for the library. Motion to approve the removal, cleaning, and rehangng made by AJackson; seconded by KHoffman. Unanimous approval

Director’s Report—attached.

- Programs: Flamenco Olé, Library Snapshot Day and Volunteers’ Breakfast
- Staff
- Collections
- Facility:
 - elevator inspection failed 4/11; 90 days to fix. Issues: phone not working, adjustment to inspection speed, repair low oil operation, replace battery for battery lowering and pump and clean pit. Problem: Water in elevator pit. Permanent solution must be determined.
 - Water leak in ceiling in Children’s Room on 4/14, caused by fan coil unit valve leaking on the second floor. HVAC problem. Valve closed on 4/16 by Ambient HVAC.
 - Concerns re: operating budget to pay for these issues. (Suggest reserve fund transfer via Finance Committee – meeting 6/23 for last time in FY14). 7/11/14 is the end of the 90 days for this to pass inspection.
 - Discussion by members followed: is this the kind of thing a **facilities person** would do? Who should be addressing this? not the library director. MMassaro stated that numerous cases have been made for a town person to serve in a role of identifying and then executing the necessary work. AJackson: maintenance of facility is essential. To date, the Gould Trust has not been able to be used.
- Circulation up in Topsfield for sixth consecutive month—in part due to the Boxford Library situation; half of non-resident circulation is Boxford users

Former Business:

- Laura Z presented the **Financial Report and Budget** update (attached) **Generator update**—RDNI report was submitted. 5/20 Planning Board and Historical Commission meeting to review/approve site for new generator; discussion followed regarding landscape plan to screen the generator. (Bid

for the generator expires 5/24, so anything re the landscaping must be approved prior to the 24th)

- **Little Free Library:** Eagle Scout candidate Joe McGaunn has asked for permission to establish a “free library box” and to refinish the benches outside the library. Conservation Com asks for an RDNI for this project. Joe will bring designs to June meeting. Library staff will be custodians for the location on Library grounds.
- **Sunday Hours:** Survey Monkey—(results attached) regarding Sunday hours during winter months; overall positive responses.
- **Two positive news articles** in the Tri-Town Transcript about the library:
 - “Topsfield Library opens a ‘seed lending’ library”—5/2/14
 - “Farm living is the life for education director at Green Meadows”—5/2/14

Motion by PMadell to adjourn; seconded by AJackson at 8:30 p.m.

Next meeting, June 10, 7:30 p.m. Periodical Room, Topsfield Library.

Respectfully submitted,

Judith Lais, Secretary