

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES**

May 15, 2012 Meeting Minutes

Present

Board of Library Trustees: Sean Cunniff, Doe DeLuca, Kathleen Hoffman, Audrey Iarocci, Philip Madell, Michael Massaro

Interim Library Director: Rebecca Rowlands

Library Representative: Wendy Thatcher

Board of Selectman: Eldon Goodhue, A. Richard Gandt

The meeting was called to order at 7:38 p.m.

Approval of Meeting Minutes

Audrey Iarocci made a motion to approve the minutes from the April 10, 2012 meeting as submitted, Doe DeLuca seconded the motion and it was approved 6-0, unanimously.

New Business

New Election of Board Officials – Audrey Iarocci nominated Doe DeLuca as the Chairman, Mike Massaro seconded the motion and it was approved 6-0, unanimously.

Doe DeLuca nominated Audrey Iarocci as the Vice-Chairman, Sean Cunniff seconded the motion and it was approved 6-0, unanimously.

Audrey Iarocci nominated Philip Madell as the Secretary, Kathleen Hoffman seconded the motion and it was approved 6-0, unanimously.

Library Liaisons – The following liason appointments were made for FY2013:

- Trust Fund: Sean Cunniff & Audrey Iarocci
- Art: Doe DeLuca
- Music: Mike Massaro
- Friends of the Library: Kathleen Hoffman

FY 2013 Holiday Schedule – Sean Cunniff makes a motion to approve the FY 2013 holiday schedule as submitted, Philip Madell seconded the motion and it was approved 6-0, unanimously.

Director's Monthly Report Items

The attached Director's report was discussed with the Trustees.

Programs – Rebecca Rowlands provided an update on the recent programs at the Library, many of which were well attended.

Staff Update – Rebecca Rowlands provided an update that Martha Kaiser the assistant to the Director submitted her resignation as she found another position. This position is critical to the operations of the library and specifically handles the budgetary and financial matters related payroll, vendor payments and invoicing. The Director also mentioned that all staff members are

really helping out and doing great work supporting the extra demands that currently exist in the library as the search for the new director continues.

Facilities Update – Heat to A/C transition occurred on 5/9/12 and the Sprinkler system will be tested on 5/17/12. There are also some lighting challenges with the new motion sensors that were installed and Becky will ensure that electrician makes the necessary adjustments.

Contract Renewals – Solicitation bids were sent out for HVAC and network administration, these contracts will need to be approved for contracts before July 1st.

Old Business

Director Search Update – The director search subcommittee provided a brief introduction to the newly elected Trustees on the search process. The Trustees discussed the completed phone interviews that were conducted over the past week with the three short-listed.

The Trustees agreed to invite the three candidates for in-person interviews the week of 5/21 and finalize a list of interview questions and procedure for the interview.

Committee Reports

Music Committee – Rebecca Rowlands provided an update from the most recent meeting and summarized the upcoming concerts for the next year.

Art Committee – There was no update provided.

Trust Fund Commissioners – There was no update provided.

Friends of the Library – There was no Friends of the Library update provided.

Other Business

There were no additional business items discussed.

A motion to adjourn the meeting was made by Audrey Iarocci and seconded by Sean Cunniff at 9:09pm and it was approved, unanimously 6-0.

Next Board Meeting will be held on June 12, 2012 in the Library Periodical Room.

Respectfully submitted,

Michael Massaro, Secretary