

**TOPSFIELD TOWN LIBRARY  
BOARD OF TRUSTEES**

June 12, 2012 Meeting Minutes

**Present**

Board of Library Trustees: Sean Cunniff, Dorothea DeLuca, Kathleen Hoffman, Audrey Iarocci, Philip Madell, Michael Massaro  
Interim Library Director: Rebecca Rowlands  
Selectman liaison: Eldon Goodhue

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 May 15, 2012 and May 21, 2012, meetings as submitted. Michael Massaro seconded; the motion was approved 6-0.

**New Business**

Proposed contracts were sent to several businesses for the combined HVAC periodical equipment maintenance and controls maintenance contract for Fiscal 2013. Philip Madell moved to accept the new contract to the lowest bidder; Sean Cunniff seconded. Motioned carried 6-0.

The Network Administration Services agreement was sent out to multiple bidders; Sean Cunniff made a motion to approve the networking contract to the low bidder; Michael Massaro seconded. Motion passed 6-0.

Trustee liaisons to the George Gould Trust Fund, Sean Cunniff and Audrey Iarocci, reported on scheduling an informational meeting with that board for late July 2012.

**Former Business**

An offer was made to a Library Director candidate; that candidate indicated a willingness to accept contingent upon reviewing the status of her termination contract with her current board. The applicant will inform the board regarding the timing of her assumption of the duties. The target date is August 1, 2012.

**Director's Monthly Report**

The Friends of the Library book sale last week netted approximately \$3,000.00.

The Summer Reading Program will kick-off this Friday, July 15, 2012, 5-7 pm.

The Staff evaluations were completed over the past few weeks; all were satisfactory, and turned into Town Hall.

The Administrative Assistant's last day was May 29, 2012, and the Interim Director has been fulfilling those duties.

The end of the fiscal year reporting was reviewed with Town Administrator, and timing for submission was discussed.

Payroll will be completed on a timely manner.

The next board meeting will be held on July 10, 2012 at 7:30 p.m. at the Topsfield Town Library.

Meeting adjourned at 8:20.

Respectfully submitted,

Philip Madell, Secretary