

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, June 12, 2018 7:00 p.m.**  
**Library Periodicals Room**

**Present:** Trustees— Abigail Jackson, Janet Kmetz, Brooke Spater, Gail Bryson, Kathy Hartmann, Olivia Gatti  
Library Director: Laura Zalewski

**Absent:** Gail Bryson

Guests:

**AGENDA**

Janet Kmetz called the meeting to order at 7:02 p.m.

**Approval of Meeting Minutes:** - May 8, 2018 meeting minutes were approved as written by Abby Jackson, Olivia Gatti seconded. The motion was unanimous.

**New Business:**

- Authorization form- signatures. Janet Kmetz made a motion for Kathy Hartmann to be the alternate for signing the payroll, Abby Jackson seconded; the motion was unanimous. Janet Kmetz made a motion for Abby Jackson to be the alternate for signing the vendor warrants, Brooke Spater seconded; the motion was unanimous.
- Emergency policy review – Laura sent it to police chief and fire chief for them to read it. We will table it until we hear back from them.
- Review small meeting room usage policy- We will leave it “as is” for now and review in the future.

**Director’s Monthly Report:** See Laura’s specific monthly report document for details.  
Programs— 13 children’s programs, 265 attendees. 9 adult/family programs, 40 attendees  
Staff— Wendy attended the MVLC Enriched Content subcommittee meeting (online catalog) in North Andover on 5/8. Becca attended the Program Planners quarterly meeting on 5/15. Christine attended the MVLC Circulation/ILL Committee meeting in Dracut on 5/16. Laura attended a Public Safety meeting run by Jen Collins Brown. Nine out of eleven staff members attended a dementia awareness training on 5/30.

Department Reports—

- Cataloging- Sibyl Hezlett- The library acquired 566 items; 464 adult (which includes YA, most of which was summer reading), 102 juvenile.
- Children’s Room- Lindsey Recka-Ongoing prep for the Libraries ROCK summer reading. We’ve had school visits from Steward Kindergarten and Trinity Pre-K. Diversity display set up in CR.
- Reference- Wendy Thatcher- The Craft/Project Space hosted an open sewing workshop on Monday nights during May with one patron. Becca Boudreau led a meditation stone painting workshop in the Craft/Project Space that was coordinated with the Council on Aging Wendy Thatcher conducted two Getting to Know Topsfield tours for staff members to help them become familiar with the

geography and history of Topsfield. The library made one home bound delivery coordinated with the Council on Aging.

- Circulation- Christine Manning- Becca Boudreau led a meditation stone painting workshop in the Craft Space that was coordinated with the Council on Aging on 5/24. The final meeting of the year for the TTL book club had 5 attendees. The club discussed Grayson by Lynne Cox. The Book Club will start up again in September and will try highlighting one genre per month in hopes of gaining new members. Towards the end of the month our focus shifted towards preparing for the Friends of the Library Book Sale. Patrons have been donating books they no longer want to the library!

Facility—

- On May 2, the library started changing over from heat to air conditioning. It took several days for the changeover to finish.
- On May 9, we saw a water stain on the ceiling near the circulation desk. A vent was blocked on the fan coil unit causing the water issue.
- The boiler inspection was conducted on May 10.

Budget— No update from previous month.

Circulation—

- Circulation decreased .5 % over last May which is pretty good.

Library Attendance—

- Attendance increased 4% over May 2017

### **Former Business:**

- FY 2019 budget update – no update
- Art Committee update- Meeting this Friday 6/15
- Music Committee update- off to a slow start. The main concern is if we have a place to have our concerts. Laura added that she recently bought a sound system so maybe we could try one at the library.
- Library hours – tabled

Abby Jackson made a motion to not have a board meeting in August 2018 Olivia seconded. The motion was unanimous.

**Meeting adjourned:** at 7:50 p.m. Janet Kmetz made a motion to close the meeting; Abby Jackson seconded, the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday July 10, 2018, 7:00 pm

Respectfully submitted,

Brooke Spater

**List of Documents:**

- Agenda for 6.12.18 BOLT meeting
- Minutes from 5.8.18 BOLT meeting
- Trustees Director's Report
- Signature authorization form
- Monthly financial report: operating budget
- FY2018 Gould Fund A Profile
- Copy of Violent Threat & Lockdown policy
- Room reservations use type chart