

Topsfield Town Library Board of Trustees Meeting
Tuesday, June 23, 2015 7:30 p.m.
Library Periodicals Room

Present: Trustees—Sean Cunniff, chair; Audrey Iarocci, Abigail Jackson, Judith Lais, Michael Massaro.

Library Director: Laura Zalewski

Absent: Patty Walsh

Meeting called to order at 7:31 p.m. by Sean Cunniff.

Approval of Meeting Minutes:

Audrey Iarocci made the motion to approve the Board of Library Trustee minutes of May 12 site visit; Abby Jackson seconded; the motion was unanimous.

Mike Massaro made the motion to approve the Board of Library Trustee regular minutes of May 12, 2015; seconded and approved.

New Business:

- Friends of the Library book sale: Abby indicated that the Friends are experiencing difficulty securing replacements for Board positions; encouraging older residents to support membership is one consideration. Our question: How can the Board help the Friends? What role can we play to encourage more active membership by patrons. Audrey will consider canvassing seniors; Abby and Judith will meet with Beth to brainstorm ideas. Sean will send a letter of praise to Beth for Friends.
- Signatures for payroll: motion to approve signatures for payroll. Motion to approve by Audrey Iarocci and seconded by Mike Massaro. Unanimous.
- Director's evaluation: Sean will deliver the Board's evaluation to town hall on Monday.
- New staff member: Eileen Smith has joined library staff, focusing on children's room. Chelsey Bell has been hired as a library assistant.
- Trust funds update—see handout. Board requests that a member of the Trust Commissioners attend a future meeting to provide information.
- Signing bill lists: with the requirement for four signatures, at times it is difficult to secure signatures if/when trustees are unavailable. The plan now will be for Laura to have bill lists available twice/month (once for signatures at meeting, a second scheduled during the month between regular meetings).
- Open meeting law, conflict of interest, and ethics online test—reminder for all trustees to complete these.

Director's Monthly Report: Summarized; see Laura's Director's Report for specific details.

- Programs—10 programs with 262 attendees
- Staff—meetings attended and staff changes
- Collection—nothing new to report

- Facility—The best news is that the elevator’s inspection and weight test passed! Even better is that the elevator shaft was dry. Other problems:
 - Boiler pump problems; generator installation ongoing with testing scheduled on 6.30.15; waiting for gas meter replacement.
 - Ceiling in basement leaked due to fan coil unit in the Mystery Room; valve shut off. Service to be completed.
 - Ceiling in staff bathroom leaked, due to clogged drain on the roof. Ambient’s Dave came to the rescue, cleaned the drain, and leak stopped!
- Budget—no changes from last month.
- Circulation—
 - Total circulation decreased 16% in May; no explanation.
 - Non-resident Circulation: Boxford use remains high at 52%

Former Business:

- Generator update—see above.
- Library hours—no updates; keep on agenda.
- Eskimo art—boxed and stored in Laura’s office. Judith will try to identify a contact at the Whaling Museum, New Bedford. In time, Judith and Abby will pursue this.

Meeting adjourned: at 8:34 p.m.

The next board meeting will be held on Tuesday, July 14, 2015; 7:30 p.m.

Respectfully submitted,

Judith Lais, Secretary

Documents distributed:

1. Meeting agenda
2. Draft meeting minutes from the 5/12/2015 site visit
3. Draft meeting minutes from the 5/12/2015 trustees' meeting
4. Authorization for payroll signatures
5. Director's FY2015 Self Evaluation
6. FY2015 Appointing Authority Evaluation of Department Head form (blank)
7. FY2014 Appointing Authority Evaluation of Department Head form
8. List of information available on the town's website for Conflict of Interest Law and Open Meeting materials
9. Director's May report
10. FY2015 Monthly Financial Report - Operating budget
11. FY2015 Gould A report
12. Topsfield Combined Trust Funds transfer from Gould A, 5/21/2015