

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

July 9, 2013 Meeting Minutes

Present

Board of Library Trustees; Philip Madell, Chair; Sean Cunniff, Secretary
Michael Massaro, Audrey Iarocci, Doe Deluca, Kathleen Hoffman
Library Director: Laura Zalewski
Selectmen Goodhue
Selectman Gandt
John Atkins, EBSCO

Chairperson Madell called the meeting to order at 7:30 p.m.

Approval of Meeting Minutes

Audrey Iarocci made a motion to approve the minutes of the May, 14th 2013, meeting. D. Deluca seconded; the motion was approved 4-1 (Sean Cunniff, opposed)

New Business

Donations to the Library

Donation from the Collins Family
Donation from EBSO
(Details in attached document)

Discussion ensued including a review of the EBSCO donation from John Atkins.

The Chair entertained a motion to accept the gift from EBSCO information services, as detailed in the attached document.

Doe Deluca offered the motion, which was seconded by Audrey Iarocci, the vote was unanimous.

The Chair entertained a motion to accept a gift from the Collins family, as detailed in the attached document.

Mike Massaro offered the motion, which was seconded by Kathleen Hoffman the vote was unanimous.

The Chair entertained a motion to recommend that the Topsfield Board of Selectmen take positive action to accept the gift.

End of fiscal year update

The Director reviewed the final budget numbers.

The Library returned 20k to the town, largely due to lower fuel and electrical expenses.

Director's Monthly Report

Review of Director's report (see attached report)

The Board had a lengthy discussion concerning the purchase and installation of the generator and whether funds are available for spending on the generator specifications. The Town Accountant is of the opinion that the Warrant article approved at the Town Meeting does not authorize spending for gathering specifications. However, these specifications are required in order to go forward with a purchase of this size and the fund are not otherwise budgeted for.

A discussion ensued regarded Technology Advisory Committee and potential candidates to sit on the committee.

The Board discussed the procedures or going into executive session relative to the last meeting.

A discussion ensued relative to vacation time for the Director and town policy.

The Director discussed a visit from the police relating to a Library volunteer

The Director noted that the Green Community energy grant is moving along; a plan of action will be developed to meet the September deadline.

Selectmen Gandt gave an update on the search for a new Town Administrator

The Chair entertained a motion to adjourn.

Doe DeLuca made a motion to adjourn, seconded by Audrey Iarocci, the vote was unanimous.

Sean Cunniff, Secretary