

Topsfield Town Library Board of Trustees Meeting
Tuesday, July 11, 2017 7:00 p.m.
Library Periodicals Room

Present: Trustees— Audrey Iarocci, chair; Abigail Jackson, Janet Kmetz, Brooke Spater, Gail Bryson
Library Director: Laura Zalewski

AGENDA

Absent: Patty Walsh
Guests: Richard Gandt, Selectman

Meeting called to order at 7:01 p.m. by Audrey Iarocci.

Approval of Meeting Minutes: Gail Bryson made the motion to approve the Board of Library Trustee minutes as amended of June 13, 2017; Abigail Jackson seconded; the motion was unanimous.

New Business:

- Abby Jackson made a motion to cancel our August meeting and set a date for Tuesday September 12, 2017 at 7 p.m. Janet seconded, the motion was unanimously approved.
- TTL Notecards- Gail presented them and they look beautiful.
- Update Behavior Policy- Brooke Spater made a motion to approve the behavior policy as amended, Gail Bryson seconded, the motion was unanimously approved.
- Update Small Meeting Room Policy- Janet Kmetz made a motion to approve the Topsfield Small Meeting Room Policy as amended, Abby Jackson seconded, the motion was unanimously approved.

Director's Monthly Report: See Laura's specific monthly report document for details.

- Programs: Children's: 6 programs, 688 attendees. 7 adult/family programs, 292 attendees.
- Staff: Laura attended the Technical Service Committee meeting in Hamilton-Wenham on June 15 and the town department heads meeting on June 21. Christine attended the Massachusetts Library System spring meeting at Holy Cross. Lindsay attended a state level meeting about child abuse. She learned that our meeting room should not have solid wooden doors for safety purposes. Laura will get an estimate for new doors.
- Department Reports:
 - +Cataloging- Sibyl Hazlett cataloged 494 items in June (375 adult and 119 juvenile).
 - +Children's Room- Lindsey Recka visited Steward and had Proctor classes visit her to talk about summer reading. 35 people came to paint "kindness rocks." A very successful summer reading kickoff party held inside of Proctor, with over 200 people attending.
 - +Reference- Wendy Thatcher. Wendy shared a cute story about a boy who visited (see report). Two people participated in sewing workshops.

+Circulation- Christine Manning. The Life is Good community read has ended, and the Circulation department shifted to focus on Adult Summer Reading. Book bingo sheets were created and put on display, as well as publicized through the Friends and through signage in the library.

- Facility:
 - +The elevator inspection was done on 6/8 and failed miserably. According to the elevator technician, we had the pickiest inspector in the state. We got a 90-day certificate and Associated Elevator will be back to make the changes.
 - +Verizon finished the change from copper to fiber optic wire on 6/9.
 - +Annual generator maintenance was completed on 6/16.
 - +Energy management system consultant came to the library to check a unit that was offline and to discuss an upgrade.
 - +HVAC technician came on 6/22 to complete the summer maintenance and trouble shoot an issue with the Make Up Air unit (MUA). He still needs to come back.
 - +A patron noticed we have carpenter ants on the front landing of the old library. George Ropes treated them on 6/27.
- Budget:
 - +The library finished FY2017 on June 30th. The preliminary numbers are good- we had enough funds to finish the year.
- Circulation: Statistics were not available due to the implementation of the new library system.
- Library Attendance: Attendance went down very slightly, .33%.

Former Business:

- Art Committee update- No update.
- Music Committee update- Gould Barn update: there is a Historical Society board meeting on 8/10 and Abby Jackson and Audrey Iarocci plan to attend to discuss the increased fees for using the barn for events.
- Head of reference job description- Presented to town administrator for her review. She needs to bring it before the personnel board and will probably do so in September. Job will have to be posted.
- Library Hours Update- Laura is working on it, but it's an ongoing/complicated thing to iron out.

Meeting adjourned: at 8:08 p.m.

The next scheduled Board meeting is on Tuesday September 12, 2017.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 7.11.17 BOLT meeting
- Minutes from 6.13.17 meeting
- Trustees Director's Report
- Library Monthly Financial Report Fiscal 2017 & 2018
- Monthly Bill list
- Updated Behavior Policy
- Conflict of Interest training notification