

Topsfield Town Library Board of Trustees Meeting
Wednesday, July 13, 2016 7:30 p.m.
Library Periodicals Room

Present: Trustees— Abigail Jackson, chair; Gail Bryson, Audrey Iarocci, Judith Lais, Brooke Spater, Patty Walsh
Library Director: Laura Zalewski

AGENDA

Absent:

Guests:

Meeting called to order at 7:30 p.m. by Abby Jackson.

Approval of Meeting Minutes: Abby Jackson made the motion to approve the Board of Library Trustee minutes of June 14, 2016; as amended; seconded Patty Walsh; the motion was unanimous.

New Business:

- August meeting date: Audrey Iarocci made the motion to forgo an August meeting unless an emergency should arise, Patty seconded the motion. The motion was unanimous.
- 6/27 open meeting presentation: Everything went well.
- Tri-town community read update: The three Tri-Town libraries have been very busy. Materials are done, including a thematic brochure for all three locations highlighting the happenings. Laura hoping to collaborate on more projects like this.

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

- Programs: There were 13 programs in June with 1,039 attendees. The most popular events were the Summer Reading Kick-Off (200 attendees) and the evening with Elin Hilderbrand and Meg Mitchell Moore (180 attendees).
- Staff: Hired Rebecca Boudreau for the 15 hour library assistant position in the Children's Room. Laura attended ARIS workshop and a few other local meetings.
- Department Reports:
 - +Cataloging- Sibyl Hazlett was busy again, and catalogued 450 items.
 - +Children's Room- Lindsey Recka
- Facility:
 - +A few issues, but nothing major (see report).
- Budget:
 - +One more bill list was ready for signatures at the trustee meeting.
- Circulation: Increased 9.3% over June 2015. Majority of the MVLC libraries saw an increase.
- Library Attendance: Attendance went up 2.5% compared to last June.

Former Business:

- Strategic Plan update: Laura provided a copy. She still needs to put in statistics. All staff, a small focus group, and a community survey (200+ responses) factored into the process of developing the plan.
- Generator update: no change. Need to get an estimate for the work.
- Library hours: tabled
- Eskimo art: Tabled until Abby Jackson can visit with the woman in Hamilton to talk about some of the pieces.

Meeting adjourned: at 8:26 p.m.

The next scheduled Board meeting is on Tuesday September 13, 2016; 7:30 p.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 7.13.16 BOLT meeting
- Minutes from 6.14.16 meeting
- Director's Report
- Strategic Plan