

**TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING**  
**Tuesday July 14, 2015, 7:30 p.m.**  
**Library Periodicals Room**

**Present:** Trustees - Sean Cunniff, Chair; Audrey Iarocci, Abigail Jackson, Michael Massaro, Patricia Walsh.

Library Director - Laura Zalewski

**Absent:** Judith Lais

Sean Cunniff called the meeting to order at 7:32 p.m.

There were no minutes to approve for the June 23<sup>rd</sup> meeting.

**New Business**

A discussion was held regarding upcoming meetings. Since no quorum will be available in August, and Laura will be away, no meeting will be held. However, Sean and Laura will meet informally to cover August.

It was decided that September 1<sup>st</sup> will be the date of the next meeting. Attendant Trustees were in agreement with this.

**Director's Monthly Report** (A summary here, a detailed report and documents attached).

**Facility**

Laura gave a rundown on the newly installed generator by Systems Electrical. The system is operating and is working well. Decibels produced by the generator and condenser have been measured to record the noise level. (Tuesday at 10 a.m., 86 dB, 72 dB on the sidewalk).

**Programs and Collection and Other**

Attendance at some programs was not as high as anticipated, but they were successful.

Since the DVD collection has been revamped, there has been no more stealing. The downside is that it requires more effort by the librarians to file the discs as they are returned.

Circulation is holding its own even though Library attendance is down slightly, possibly due to the weather this winter.

Coloring books and crayons are available in the periodical room for patron's enjoyment. Information is available on the Library website.

## Budget

\$728.00 was returned to the Town from the Library budget.

The MVLC dues were \$19K for the operating budget, \$10K of the amount came from Gould A. The Gould Fund is the only fund to be used this year. There will be no use of small funds.

## **Former Business**

Library Hours will be discussed at the September meeting, along with an update of the Eskimo Art collection.

The Friends of the Library have been notified that we are trying to help increase their Board. Audrey informed the Trustees that she had made contact with the Council on Aging and Friends President Beth Aylmer regarding a notice to be placed in next month's COA newsletter.

**Meeting Adjourned** at 7:59 p.m.

The next meeting will be held on September 1 at 7:30. Possible areas to cover include a Policy Change for the Children's Room and Long Range Planning.

Respectfully submitted,

Audrey Iarocci, Acting Secretary

Documents:

1. Agenda
2. Decibel chart
3. Director's Report
4. Boston Globe article dated 6/30/2015
5. FY2015 Operating Budget report
6. FY2016 Operating Budget report
7. FY2016 Gould A report