

**TOPSFIELD TOWN LIBRARY  
BOARD OF TRUSTEES**

July 18, 2012 Meeting Minutes

**Present**

Trustees: Dorothea DeLuca, Audrey Iarocci, Sean Cunniff,  
Kathleen Hoffman. Michael Massaro and Philip Madell were absent.

Interim Library Director: Rebecca Rowlands

There was no Selectman representative in attendance.

The meeting was called to order at 7:46 p.m.

**Approval of Meeting Minutes**

Audrey Iarocci made a motion to approve the Meeting Minutes of June 12, 2012. The motion was seconded by Sean Cunniff and was approved 4-0.

**New Business**

The Interim Director reviewed the closing of the FY12 budget stating that it was successful. There was a discussion and signing of the last encumbered bills for FY12 by the attending Trustees, along with disclosure of balances of the Gould Fund and the MVLC fee. The Trustee representatives will arrange to meet with the Town Trust Fund Commissioners to set the budget for FY13.

A discussion regarding adding wireless to the Library was held. All Trustees seem to be on-board with the idea. The staff feels that with wireless-only devices becoming common, the Library should offer patrons wireless connectivity. Becky will research the cost through Patrick Foster of Universal Data Stream, our current Network Administrator, and report back at the next Trustees meeting. If the installation of routers and associated devices becomes reality, the Trustees will need to formulate a policy regarding use.

**Director's Monthly Report Items**

(Copy attached)

Programs - The Summer Reading kick-off and programs are very successful thanks to Jane Johnson's planning and implementation.

Staff Report - Becky informed the Trustees that the new Director, Laura Zalewski, will begin work on August 9<sup>th</sup>. Laura has met with the Interim Director to discuss an orderly transition.

An Assistant to the Director will be selected by the new Director, but Becky has reviewed 35 resumes and identified probable candidates and contacted them for interviews which will take place fairly soon. Ms. Zalewski will make the final hiring decision and hold final interviews after she starts.

Facility Issues -

Air conditioner system - There have been water leaks due to air conditioner unit malfunctions. An Ambient Temperature technician has made an emergency visit and is now addressing associated problems. Ambient is in charge of both temperature and control issues. The company will visit more frequently over the next weeks to try to investigate the sources of problems and fix them.

Emergency lights - Also, in June, it was noted that there is a problem with the building's emergency lights which was attended to by Selectman Gandt installing some new battery units. Although part of the problem was solved, basement emergency lights are still not working properly which is of concern to the Fire Department. This will be addressed.

Elevator inspection - This was completed on July 11<sup>th</sup> and a certificate issued.

**No Old Business**

A motion to adjourn the meeting was made by Kathleen Hoffman and seconded by Sean Cunniff at ~ 8:30 p.m. It was approved 4-0.

Next Board Meeting will be held on August 14, 2012 in the Library Periodical Room.

Respectfully submitted,

Audrey Iarocci, Acting Secretary