

TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
August, 9th, 2011 Meeting Minutes

Present

Trustees: Sean Cunniff - Chair, Doe DeLuca - Vice-Chair, Mike Massaro – Secretary, Jen Baker, Barbara Bodengraven, Audrey Iarocci

Library Director: Dana Mastroianni
Selectmen Representative: Martha Morrison
Cable TV/Website Committee: Bill Whiting

The meeting was called to order at 7:40 p.m.

Approval of Meeting Minutes

- The Trustees reviewed the 06/14/2011 meeting minutes, Jen Baker made a motion to approve the 06/14/2011 minutes as amended, Audrey Iarocci seconded and they were approved 6-0.
- The Trustees reviewed the 07/12/2011 meeting minutes, Audrey Iarocci made a motion to approve the 07/12/2011 minutes, Barbara Bodengraven seconded and they were approved 4-0, Mike Massaro & Doe DeLuca abstained.
- The Trustees reviewed the 07/26/2011 meeting minutes, Jen Baker made a motion to approve the 07/26/2011 minutes as amended, Doe DeLuca seconded and they were approved 6-0.

New Business

- **Friends of the Library Report**
 - o There was no representation from the Friends of the Library for this meeting.
- **Additional New Business**
 - o Bill Whiting – The head of cable discussed the recent concert event and provided Dana with a copy of the performance that can be checked out at the library. The concert will also be broadcast on the cable channel from August 26th – 28th.
 - o There was a discussion about cable/tv 5-year plan and provided an update on aspects to the proposed plan in front of the Selectmen.
 - o Bill Whiting discussed the limited nature of meeting space in the town and how this impacted the future plan related to the cable/tv capabilities.
 - o Bill provided a handout that showed the current, and proposed future equipment upgrade to the Library meeting room facility.
 - o Sean Cunniff will be working to pull together the final Director review form with Doe DeLuca and will schedule a session with Dana to complete that review.

Directors Report

The Director gave a review of her report (attached).

- Dana mentioned her attempts to get the library mentioned in the Fox New's upcoming ZIP TRIP segment of the news.
- Dana discussed some staff schedule changes of swapping hours around to better support the high-traffic times at the library, the Trustees agreed that Dana

TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
August, 9th, 2011 Meeting Minutes

has the authority as department head, per the Town of Topsfield Personnel Rules, Regulations and Procedures of 2007, to handle the operations and activities of the Library.

- Dana discussed the Architectural modeling that needs to be replaced and mentioned that the problem has become worse and that she has some contractors coming to look at the problem.
- Barb asked a question about the new employees and Dana provided an update on how the new employees are working out.
- A discussion ensued on the additional items in the Director's Report.

Old Business

- Dana distributed a draft of the updated eReader circulation policy and the Trustees agreed to review and will vote on the policy at the September 13th Library Trustee Meeting.

Committee Reports

- Art Committee – There was no update to provide.
- Music Committee – There was no update to provide.

Meeting Adjourned

- Jen Baker made a motion to adjourn at 09:39pm, Barbara Bodengraven seconded the motion and the vote was unanimous, 6-0.

Future Meeting Agenda Topics

- Vote on Updated eReader Circulation Policy
- Expansion of Wireless Network
- Policy around the new library keycard holders

Next Board Meeting

- The next Board meeting will be held in the Library Periodical Room on Thursday September 8, 2011 at 7:30pm.

Respectfully Submitted,

Michael P. Massaro