

TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
August 14, 2012, Meeting Minutes

Present

Board of Library Trustees: Dorothea DeLuca, Chair; Philip Madell, Secretary; Sean Cunniff, Kathleen Hoffman, Audrey Iarocci, Michael Massaro
Library Director: Laura Zalewski
Interim Library Director: Rebecca Rowlands
Topsfield Town Selectman liaison: Eldon Goodhue, Esq.

The chair called the meeting to order at 7:33 p.m.

Approval of Meeting Minutes

- Sean Cunniff made a motion to approve the minutes of the July 18, 2012, meeting as submitted. Michael Massaro seconded; the motion was approved 6-0.

New Business

- The new Director, Laura Zalewski, was welcomed; Interim Library Director, Rebecca Rowlands, was honored for her contributions while in the interim position. A letter is to be drafted to personnel file thanking staff for work during absence of director.
- The emergency-contact list was amended to show Sean Cunniff as backup to the Director.

Interim Director's Monthly Report

- The Summer Reading Program concluded another successful year. Planning continues for future programs: Local Authors' Night, and a food program. An *a cappella* concert is booked for early next year.
- Candidates are being screened for Assistant to the Director position.
- Facility issues: the HVAC is a continuing problem, but is being addressed. A hornet's nest has been removed from the employee parking area.
- Information is required from the Trust Fund commissioners regarding the amount available for this fiscal year.
- A review of the meeting room scheduling is requested for a future meeting.
- The Annual Report Information Survey (ARIS), a state requirement for continued certification, is being compiled.

Former Business

- A draft of the Wireless Internet Use policy was reviewed and a final policy will be presented at a future meeting. The public will be notified of the policy when it is formally adopted.
- The to-date budget expenses reviewed; utility charges reviewed.

The next board meeting will be held on September 11, 2012.

Meeting adjourned at 8:17.

Respectfully submitted,
Philip Madell, Secretary