

Topsfield Town Library Board of Trustees Meeting
Tuesday, September 1, 2015 7:30 p.m.
Library Periodicals Room

Present: Trustees—Audrey Iarocci, Abigail Jackson, Judith Lais, Michael Massaro, Patty Walsh; Library Director: Laura Zalewski

Absent: Sean Cunniff

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

Approval of Meeting Minutes: A. Iarocci made the motion to approve the Topsfield Town Library Board of Trustees minutes of 6.23.15; P. Walsh seconded; the motion to approve was unanimous. P. Walsh made the motion to approve the Topsfield Town Library Board of Trustee minutes of 7.14.15; A. Iarocci seconded; the motion to approve was unanimous.

New Business:

- Laura presented an “Adults Not Accompanied by Children” statement to be added to THE TOPSFIELD TOWN LIBRARY BEHAVIOR POLICY; discussion followed regarding reasons for this addition. Laura will investigate the question re: MA registered sex offenders list being posted in the staff/circulation office area. A. Iarocci made a motion to accept the policy with the deletion of the word “responsible.” Motion seconded by M. Massaro. Motion to approve was unanimous. [The children’s area of the Library is reserved for children, their parents or responsible caregivers, and adults interested in children’s literature, such as teachers and students taking children’s literature classes. Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children’s area of the Library may be questioned by staff, and may be asked to move to another area of the Library.]
- Formation of the Five-year Strategic Plan committee—Laura will send out information (website and newspaper) for citizen-volunteers to this committee; two or three proposed meetings would begin the week of October 19 (dates to be determined); J. Lais and A. Iarocci volunteered to represent the Trustees on this committee.
- Music Committee: A. Jackson presented Bruce Bolnick’s name for appointment; motion to accept by A. Iarocci and seconded by P. Walsh; unanimous approval. Mr. Bolnick joins members A. Jackson (Trustee), and Paul Ackerman, Catherine Carlson and Mitzi Gatlin—previously appointed Topsfield members.

Director’s Monthly Report: see Laura’s attached notes of 8/11/15 on the following areas: Programs, Staff, Collection, Facility, and Budget.

Former Business:

- Generator update—noise level minimal and consistent with previous readings, so may stop measuring it; Systems Electrical will mail a schematic of the generator panel.
- Library Hours: Wendy is working to collect data on library use by patrons prior to consideration of any change in hours of operation.
- Eskimo art bequest: Tom is preparing a list to accompany the photos prior to A. Jackson and J. Lais gathering
- Friends of the Library update: First meeting of the season to be held on September 16. Trustees strongly support Beth Aylmer's exceptional leadership and the contributions of the Friends to the Town of Topsfield Library.
- Circulation and attendance declined this summer; similar to that experienced by other MVLC libraries. Limited discussion regarding reasons—weather, economy, use of personal technology devices.

Meeting adjourned: at 8:18 p.m.

The next Topsfield Town Library Board of Trustees meeting: Tuesday, October 13, 2015; 7:30 p.m.

Respectfully submitted,

Judith Lais

Documents attached:

- Director's Report 8.11.15
- Topsfield Town Library Behavior Policy
- Agenda for 9.1.15
- BOLT minutes 6.23.15
- BOLT minutes 7.14.15
- Topsfield Town Library Monthly Financial Report
- FY2016 Gould Fund A Profile