

TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
September, 8th, 2011 Meeting Minutes

Meeting Attendees

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

Library Director: Dana Mastroianni

The meeting was called to order at 7:39 p.m.

Approval of Meeting Minutes

- The Trustees reviewed the 08/09/2011 meeting minutes, Jen Baker made a motion to approve the 08/09/2011 minutes as amended, Audrey Iarocci seconded and they were approved 5-0.

New Business

Friends of the Library Report

- There was no representation from the Friends of the Library for this meeting.

Directors Report - the Director gave a review of her report (attached).

- Dana discussed the issues with the network server and mentioned that it is her recommendation to replace the file server and the Trustees talked through the cost implications.
- Dana provided an update on a recent departure from the staff and talked through the new job posting that she will be publishing soon for a replacement.
- The roof conditions were discussed at length, Dana mentioned that she had a detailed review by a slate roof contractor. Although no major issues were reported there are some minor repairs that will take place and a report will be done on a regular basis to ensure the roof condition is tracked over time.
- A discussion ensued on the additional items in the Director's Report.

Old Business

- Dana distributed a draft of the updated e-reader circulation policy and the Trustees discussed modifications. Audrey made a motion to approve the library e-reader policy as amended and Doe DeLuca seconded the motion and it was approved 5-0, Barbara Bodengraven was absent.
- The Trustees discussed an initial cost estimate for deploying a publically accessible wireless network in the library. It was agreed that Dana would work with the network administrator to provide some more details of a proposed solution for the Trustee's consideration.
- A discussion ensued about the new library cards and whether a small fee should be put in place for those patrons that have lost their library card. The Trustees asked Dana to monitor the interest level in the new key ring library cards over the coming month(s).
- The Trustees discussed the handout related to the number of town related meetings that occur in the library.

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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 09:05pm, Mike Massaro seconded the motion and the vote was unanimous 5-0.

Future Meeting Agenda Topics

- Options for Expansion of Wireless Network
- Policy around the new library keycard holders
- Town Library Meeting Room Usage

Next Board Meeting

- The next Board meeting will be held in the Library Periodical Room on Tuesday October 11, 2011 at 7:30pm.

Respectfully Submitted,

Michael P. Massaro