

**Topsfield Town Library
Board of Trustees
Regular Meeting**

September 9, 2014

Present:

Library Trustees--Judith Lais, Sean Cunniff, Kathleen Hoffman, Abigail Jackson
Library Director--Laura Zalewski

Meeting called to order at 7:32 p.m. with Sean Cunniff, serving as chair in Mike Massaro's absence.

Approval of August Meeting Minutes: One correction: delete Financial Report to MBLC.

Abby Jackson made a motion to approve the Board of Library Trustee minutes of August 19, 2014 as approved; Kathleen Hoffman seconded; the motion was approved.

New Business:

- From 3/13 to 4/25, the Community Reads program will commence, led by Becky Rowlands, librarian. Title selected is "The Orchard" by Adele Crockett Robertson. Details: no grant submittal of funds to be requested; possibly a finale party at Alfalfa Farm; kick-off party at Gould Barn. See "A Book Grows in Topsfield" handout.
- Facilities management: Laura asked Sean and Kathleen to review some of the facilities issues—flooding, roof issues in children's room, and mechanical systems. Questions arose regarding need for a person to address issues of facilities to reduce or eliminate the Library Director's focus these issues. Should trustees consider an "on-call" individual to manage some of the problems with the library facilities. Abby Jackson spoke to appropriateness of a town-wide facilities manager.
 - Considerations:
 - Resource list of skilled individuals to call re different situations

Director's Report: see Laura's full report for details.

- 6 programs in August, focused mostly for children
- Staff updates—Wendy attended Mass Library System meeting
- Laura attended MVLC Technical Services meeting
- Becky Rowlands attended a Privacy Protection workshop
- Laura chaired MVLC Finance Committee meeting and an MVLC Executive Board meeting.
- L. Bond gave notice on August 26; her last day is September 19, 2014.
- No update on Collections

- Facility—
 - Joe McGaunn is continuing his Take/Leave a Book Eagle Scout project
 - Technology upgrade has begun; updated networking equipment has been installed; new patron and staff computers have been deployed.
 - Wendy and Laura staked out the new generator location. See Laura's report.
 - Chiller required reset by Ambient in late August.
 - Simplex Grennell replaced faulty duct smoker detector on second floor.
 - Budget—no update from Pam Wood
 - Circulation—down for first time in nine months from the last fiscal year.

Old Business:

- Boiler specs will be drawn up for installation of boiler before the winter heating system.

Other: question re magazine use and circulation

The next board meeting will be held on Tuesday, October 14, 2014.

Motion to adjourn at 8:19 p.m. by Judith Lais; seconded by Abby Jackson; unanimous.

Respectfully submitted,

Judith Lais, Secretary