

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**
September 10th, 2013, Meeting Minutes

Present

Board of Library Trustees: Philip Madell; Chair, Dorothea DeLuca, Kathleen Hoffman, Audrey Iarocci, Mike Massaro; (arrived at 7:40), Sean Cunniff, Secretary
Library Director: Laura Zalewski

Chairperson Philip Madell called the meeting to order at 7:31 P.M.

Approval of Meeting Minutes

Audrey Iarocci made a motion to approve the minutes, as amended, of the August 13th, 2013; Doe DeLuca seconded; the motion was approved 4-0. (Massaro not present, Cunniff abstained, not present at August meeting)

New Business

Presentation by Ryan Evaul for his Eagle Scout Project

The project is to build a walkway from the back door of the Library to the back parking lot for staff. The Library Director is in favor of the project.
Discussion and questioning ensured.

Doe DeLuca made a motion to approve funds estimated at \$671.10 for the project. Seconded, by Mike Massaro. The vote was unanimous.

Doe DeLuca made a motion to approve the walkway project as describes, seconded by Audrey Iarocci. The vote was unanimous.

Discussion regarding Chimney for Makeup air unit

The Director informed the Board that the chimney will need Historic Commission Approval. Chairman Madell will work with Laura and RDK for an alternative to the 7 - foot pipe that was proposed.

Discussion Regarding Energy Controls

Project targeted to be completed by the end of September.

Discussion of the Capital Plan

The Director raised two items for consideration for the capital plan:

- New phone system
- New Carpeting

Director's Monthly Report

(see attached report)

Former Business

Generator Update

Contract for generator signed by Trustees.

Meeting adjourned at 8: 25 P.M.

Respectfully submitted,

Sean Cunniff