

**TOPSFIELD TOWN LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING**

September 11, 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  
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 August 14, 2012, meeting as submitted. Michael Massaro seconded; the motion was approved 6-0.

**New Business**

- Several security-related issues were reviewed: library material security, and facility security. The library director indicated there are no current problems, but she will review these matters and report to the board.
- Closing for weather conditions policy: the library will follow City Hall closings; no changes in policy.

**Director's Monthly Report**

- Programs - Six were held, with a total of 279 attendees in August: Popcorn and Story Time; Museum of Science; Katie's Story Time; Summer Reading Book Club; Summer Reading awards ceremony; Mad Hatter's Tea Party
- Staff - Director conducted one-on-one meetings with each staff member;  
Assistant to Director position filled;  
Staff attended various professional library courses
- Facility - Ongoing HVAC issues have been partially remediated, others are being monitored and addressed;  
Storm water ejector pump to be replaced; contract issued according to town policy, which must be signed by Board of Trustees
- Director activities - Tutorial on town contracts completed by director;  
Annual Report Information Survey submitted to Mass. Board of Library Commissioners;  
Director met Town Hall personnel;  
State Aid report in process.

## **Former Business**

- A draft of the Wireless Internet Use policy was reviewed and a final policy presented; the public will be informed of the wireless policy. Audrey Iarocci moved to accept, Sean Cunniff seconded.

The next board meeting will be held on October 9, 2012.

Meeting adjourned at 8:12.

Respectfully submitted,

Philip Madell, Secretary