

Topsfield Town Library Board of Trustees Meeting
Tuesday, September 11, 2018 7:00 p.m.
Library Periodicals Room

Present: Trustees— Abigail Jackson, Janet Kmetz, Brooke Spater, Kathy Hartmann, Gail Bryson
Library Director: Laura Zalewski

Absent: Olivia Gatti

Guests:

AGENDA

Gail Bryson called the meeting to order at 7:00 p.m.

Approval of Meeting Minutes: - July 10, 2018 meeting minutes were approved as written by Janet Kmetz, Abigail Jackson seconded. The motion was unanimous.

New Business:

- Update of the Unattended Children policy – This is being updated following an incident where a young boy was seen watching his even younger brother after being dropped off at the library from summer camp to wait for their parents. Laura added “adult” to caregiver and new logo. Janet Kmetz made a motion to approve the amended policy, Brooke Spater seconded. The motion was unanimous.
- Changes to the State Aid Program – Newly defined as 38 consecutive weeks anytime during the year. Material policy did change; this helps us out. We must spend 19% of our operating budget on materials. Now we can spend 10% of that on technology. There has also been a modification to the MAR Waiver Plan that should help libraries out.
- ARIS report review – This is an annual report summarizing staffing, positions, range of salaries, education levels, holdings, and more.
- Capital plan – Shows 5 years out and includes comments. Security cameras have been recommended by the police chief; Laura has gathered quotes.
- Mold issue – There is a lot of mold in the library that has been recently discovered likely resulting from the hot temperatures this summer. There is an immediate need to resolve this as soon as possible. Janet Kmetz made a motion to close the library on 9/19/18 to repair the mold issue. Abigail Jackson seconded; the motion was unanimous.

Director’s Monthly Report: (July) See Laura’s specific monthly report document for details.
Programs— 16 children’s programs, 271 attendees. 6 adult/family programs, 19 attendees.
Staff— Laura met with Bill Whiting to talk about the Memories Road Show on July 19. She also met with Gretchen Fishman from SEPAC (Special Education Parent Advisory Committee), Melissa Gaspar from Flint Public Library and Kevin Bourque from the Boxford Town Library to discuss the SEPAC community read on July 24.

Department Reports—

- Cataloging- Sibyl Hezlett- The library acquired 390 items in July: 274 adult and 116 juvenile.
- Children’s Room- Lindsey Recka-

Summer Storytime was a success! Eileen led many children and their guardians in stories, song, dance, and crafts.

We had 48 people get airbrush tattoos from Tribal Sun airbrushing.

20 people came and had stuffed animals sleep over at the library. Pictures are available on the library's FB page.

A new baby sensory-based playgroup was hosted on July 9. Another session is August 6.

Lindsey is feeling out popularity and attendance.

- Reference- Wendy Thatcher-

The Craft/Project Space was used on Monday evenings for Learn to Sew sessions. This month, a half hour was added to the class time. All three students completed their project- two drawstring bags, 1 envelope pillow cover. Two of the students choose to use fabric that had been donated to the craft room. The cost of their project was limited to the cord they purchased for their drawstring bags.

One of our newly purchased laptops was used for a meeting via Skype. We unlocked the laptop and moved it into the Quiet Study for the patron use in a private space.

- Circulation- Christine Manning

-Circulation created an interactive music display to promote the music-themed Summer Reading Program and bring more attention to the library's rapidly-growing popular music collection. Some patrons are noticing for the first time that the library has CDs by current artists, and not just classical music.

Facility—

- On July 10, Clemenzi Plumbing replaced the faucet in the Children's Room bathroom. The old faucet had a push button, but children didn't have the arm strength to push the button down.
- On July 9 and 10, Dave from Ambient Temperature replaced the valves in three fan coil units on the second floor. During hot and humid weather, the second-floor temperature was in the 80s.
- On July 19, a patron noticed a wet spot in front of the Circulation desk. The water heater in the ceiling of the meeting room leaked. The water ran all the way under the wall and wet the carpet in Circulation. Clemenzi plumbing fixed the water heater but we needed an electrician to hook up power to it.
- On July 24, in the meeting room, a ceiling tile with a HVAC vent fell. Dan Philpot came and wired all the vents to support beams rather than the ceiling tiles.
- On July 27, the fire panel alarm sounded because of a problem with a strobe on the 2nd floor. The Simplex-Grennell technician confirmed it was not an emergency and came on July 31 to repair.

Budget—

- No change from previous month. We don't have information from accounting to close out FY18 just yet.

Circulation—

- Circulation went down 4.2% from last July.

Library Attendance—

- July attendance was down from last July by 4.6%.

Director's Monthly Report: (August) See Laura's specific monthly report document for details.

Programs— 11 children's programs, 208 attendees. 8 adult/family programs, 23 attendees.

Staff— Laura and Wendy attended Freedom of Information Act software training at Town Hall on August 1. Laura also met with Kellie Hebert to discuss some of the library's Capital projects. Additionally, she attended a meeting with Kellie Hebert, Donna Rick, Jen Collins Brown and representatives from Net Tel One at the Fire Station to discuss a new phone system on 8/28.

Department Reports—

- Cataloging- Sibyl Hezlett- The library added 392 items: 260 adult and 132 juvenile items.

- Children's Room- Lindsey Recka-

End of summer reading: (See attachment for details.)

50 people attended the Teddy Bear Picnic held at the Gould Barn on 8/22/18. They decorated bear shaped cookies, played games and more. Fun was had by all. Some families even brought a real picnic lunch and ate out in front of the barn!

55 people turned out to meet Toto the Tornado Cat and got to hear Toto's real-life story of survival and rescue.

29 people came to watch Jungle Jim perform his awesome 80s themed balloon and magic show!

- Reference- Wendy Thatcher-

Adult Summer Reading ended in August, with 6 participants submitting a total of 8 Book Bingo sheets. A winner was chosen at random and won an Amazon Echo Dot. We also put out a display of magazines to bring more awareness to the library's collection of periodicals and were told by several patrons that they did not realize magazines were able to be checked out, so we counted this display as a success!

- Circulation- Christine Manning

The Quiet Study and Topsfield Room were used 74 times. There were 8 library events, 8 meetings, 13 quiet/study uses, 26 tutoring sessions, and 19 walk-ins.

The Craft/Project Space was used on Monday evenings for Drop-In Sewing sessions. The library was closed at noon on August 6th because the air conditioning wasn't working that day. This closure prevented a student from last month's Learn to Sew sessions from coming in to complete an additional envelope pillow cover. (The patron chose to sign up for September's Learn to Sew classes.)

Two library patrons are receiving home delivery via the Council on Aging.

Two patrons planning vacations came to the Reference desk for assistance installing Overdrive or Overdrive's Libby app and, then, downloading eBooks and audiobooks to their electronic devices.

Facility—

- On August 15, Chet's Lock came to change out door handles. He switched the locking door knob in Tech Services with unlock door knob in the meeting room.

- On August 16, Dave from Ambient Temperature, lowered the water temperature in the system to 46 degrees.

- On August 17, the library's sprinkler system had its annual obstruction inspection and the water gong was repaired.

- At the beginning of August, staff noticed mold growing on the wallboard in the stairway. Due to the high temperatures and humidity, the building's HVAC system couldn't keep up. On consultation with the HVAC tech, we decreased the temperature of the water in the system and on hot and humid days, the building does not go to unoccupied status.

- On August 27, ServPro came for an evaluation of the situation and has provided a quote for remediation.

- On August 31, Indoor Environmental conducted an evaluation of the building for mold remediation. I discussed Indoor Environmental with Dan Philpot. We agreed it was less

invasive than ServPro's and was more comprehensive. I am recommending to the Trustees that we close the library for a day and let Indoor Environmental do the work.

Budget—

- We got information from the Town Accountant to reconcile our accounts for the "Other" line item. We budgeted \$152,299 and spent \$148,242.47. The library returned \$4,056.53 to the town.

Circulation—

- Circulation decreased 6.5% from last August.

Library Attendance—

- August attendance increased 6.4% over last August.

Former Business:

- Emergency policy review – Still waiting to hear from the police chief
- Art Committee update – Call went out for artists in the newsletter
- Music Committee update – Held annual meeting. Next event will likely be Friday 1/11 and will be an open mic night. The next event will be a Beatles cover band at the end of April on a Friday or Saturday. Next summer we would like to do a "Big Band" program on 7/21 on the common.
- Friends monthly meeting is 9/12; we need to have monthly representation.

Meeting adjourned: at 8:09 p.m. Janet Kmetz made a motion to close the meeting; Abigail Jackson seconded, the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday October 9, 2018, 7:00 pm

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 9.11.18 BOLT meeting
- FY 2019 Gould Fund A Profile
- Topsfield Town Library Monthly Financial Report Fiscal 19
- Minutes from 7.10.18 BOLT meeting
- Trustees Director's Report (July and August)
- Policy on unattended children
- 2018 Changes to state aid document
- FY19 ARIS Report
- Library multi-year capital expenditures document
- Letter from the Community Giving Tree