

**Topsfield Town Library Board of Trustees Meeting
Tuesday October 11, 2016 7:30 p.m.
Library Periodicals Room**

Present: Trustees— Abigail Jackson, chair; Gail Bryson, Judith Lais, Brooke Spater

Library Director: Laura Zalewski

AGENDA

Absent: Audrey Iarocci

Guests:

Meeting called to order at 7:30 p.m. by Abby Jackson.

Approval of Meeting Minutes: Gail Bryson made the motion to approve the Board of Library Trustee minutes of September 13, 2016 as corrected; Judith Lais seconded; the motion was unanimous.

New Business:

- Approval of Strategic Plan: Patty Walsh approved the strategic plan with corrections, seconded by Gail Bryson.
- Granite steps repair project: Began 10/11, project will hopefully be completed soon.
- Music committee update: Three concerts have been planned, and will take place in the Gould Barn. The first will be 11/13.

Director's Monthly Report: See Laura's specific monthly report documents for details.

- Programs: 11 programs, 140 attendees. Mahjongg attendance went down a bit.
- Staff: Lindsey Recka attended the NOBS (North of Boston Youth Services) meeting on 9/12. Laura attended several meetings in the area, including the Tri-town School Leadership meeting. Wendy Thatcher attended the MVLC Reference Committee meeting on 9/15. Christine Manning attended the MVLC Circulation/ILL meeting on 9/21.
- Department Reports:
 - +Cataloging- Sibyl Hazlett was busy again, and cataloged 474 adult items and 155 juvenile items.
 - +Children's Room- Collaboration with Coordinated Family Community Engagement on playgroup and pajama story time, as well as Dads & Donuts.
 - +Reference- Pembroke King joined the reference staff on 9/7. Reference continues with their monthly birthday displays, and are also featuring current events in science. People are enjoying the Science Daily displays.
 - +Circulation- Christine Manning. The department started the month by unveiling a display promoting the Tri-Town Community Read book "Life is Good." All 50 copies were checked out within the first week.

- Facility:
+On 9/21 a faulty smoke detector caused the Fire department to come to the library.
+Power outage on 9/27.
- Budget: No update.
- Circulation: Increased 13.7% over last September.
- Library Attendance: Increased 7.4% over last September.

Former Business:

- Generator update- currently working
- Tri-Town community read update- see notes above. Overall, positive feedback on the book and the read.
- Library hours- tabled
- Eskimo art- tabled.

Meeting adjourned: at 8:40 p.m.

The next scheduled Board meeting is on Tuesday November 8, 2016; 7:30 p.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 10.11.16 BOLT meeting
- Minutes from 9.13.16 meeting
- Trustees Director's Report
- Library Strategic Plan
- Monthly Financial Report
- FY 2017 Gould Fund A Profile Report