

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, October 13, 2015 7:30 p.m.**  
**Library Periodicals Room**

**Present:** Trustees—Audrey Iarocci, Abigail Jackson, Judith Lais, Patty Walsh;  
Library Director—Laura Zalewski

**Absent:** Sean Cunniff, Michael Massaro

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

**Approval of Meeting Minutes:** Patty Walsh made the motion to approve the Board of Library Trustee minutes of September 1, 2015 as written; Audrey Iarocci seconded; the motion was unanimous.

**New Business:**

- Capital Request-see Laura’s handout. Discussion followed on carpet cleaning twice/year in entry way and meeting room rather than the current once/year; Laura will request estimates from three sources on painting and carpet replacement next year.
- Request from the William C. Pizzano estate regarding a “License to Sell” assent to the Petition. Chair Sean Cunniff will be asked to sign this on the Board’s behalf.

**Director’s Monthly Reports (2):** August and September, 2015. See Laura’s full written reports for both months, covering the following areas:

- Programs
- Staff—of note: MVLC Membership voted to withdraw from MassLNC which means we will not support it financially. A new integrated library system and patron catalog are probably in our future. See September Director’s Report.
- Department Reports from
  - Cataloging
  - Children’s Room
  - Reference
  - Circulation
- Collection
- Facility
- Budget—Karen Dow, now chair of Finance Committee, will not be liaison to the Library; a new appointment to the Topsfield Town Library will be made.
- Circulation—lowest in six years. Topsfield’s circulation was down 12%. Few explanations for this. Library attendance was also down: 14.5% reduction.

Board requests update and/or clarification from the Trust Commissioners re: impact of changes in management of Gould Trust funds.

**Former Business:**

- Generator update—will need to get new specifications from BLW for electrical work to wire additional coils (see September Director’s Report).
- Library hours—the upcoming Strategic Plan data may shed light on possible changes in hours of patron service.
- Eskimo art—Tom has finished updating the photos and list, plus some original documentation of the pieces. Abby, Judith, Patty—to pursue evaluation with outside resources in coming months.
- Friends update—nothing new
- Library Multi-year Capital Expenditures—see handout. Some discussion and clarification on the following:
  - Under Interior Needs: FY2016 Minor repairs and touch-up care \$500 will be moved to regular maintenance; FY2017—2<sup>nd</sup> floor staircase ceiling leaks [\$10,000]—might insurance cover this?
  - Under Exterior Needs—Laura will put in request again for Exterior Stairs—mortar and repoint stone steps [\$11,000]; and removal of rust and repainting of metal railings [\$1000].
- Strategic 5-Year Plan update—soliciting volunteers to serve and scheduling meeting dates. Community surveys (online and hard copy) are ready for patron responses. Late October or early November meetings are planned for the focus group, which will be conducted by Mary Behrle, a former librarian and library consultant will lead the focus group.

**Meeting adjourned:** 8:49 pm

The next board meeting will be held on Tuesday, November 10, 2015 at 7:30 p.m.

Respectfully submitted,

Judith Lais

List of documents:

1. Agenda
2. Meeting minutes 9/1/2015
3. License to sell request
4. August director's report
5. September director's report
6. Library Multi-Year Capital Expenditures
7. Topsfield Town Library Monthly Financial Report
8. FY 2015 Gould Fund A Profile