

**Topsfield Town Library Board of Trustees**  
**Tuesday, November 4, 2014, 7:30 p.m.**  
**Library Periodicals Room**

**Present:** Trustees—Sean Cunniff, Kathleen Hoffman, Abigail Jackson, Judith Lais, Philip Madell  
Library Director: Laura Zalewski

Meeting called to order by Philip Madell at 7:28 pm.

**Approval of Meeting Minutes:** Abby Jackson made the motion to approve the Board of Library Trustee minutes of October 2014 as approved; Sean Cunniff seconded; the motion was unanimous.

**New Business:**

- Approve FY2016 Action Items—Laura presented six goals with objectives and actions detailed. See her “Topsfield Town Library Action Plan FY2016”
- Trustees signing contracts—concern regarding appropriateness of Library Trustees signing contracts. Sean spoke to his reasons for not signing. A majority of the Library Board will continue to sign contracts until a new process is introduced by the town.
- Capital requests—see Laura’s report.

**Director’s Monthly Report:** Details in full on Laura’s October report, 11.4.14.

- Programs
- Staff activities
- Collection
- Facility
  - concern continues regarding power outages, rain, and water in the basement. Laura is researching abatement options and welcomes Trustees’ involvement.
  - Theft of DVDs from the collection will require a change in shelving of materials
- Budget—report will come out by end of first week in November, per Pam Wood
- Circulation data—resident and non-resident use continues upward trend.

**Former Business:**

- End of fiscal year update—available next month
- Generator update—8-10 weeks for generator delivery with installation to follow.
- Little Free Library—now installed; on November 12 at 3 p.m., the LFL will be officially unveiled! Welcome all!
- New boiler installation—“stalled” at present due to disposal of the water that must be drained from the system.

**Meeting adjourned:** Sean Cunniff motioned to adjourn at 8:15 p.m.

The next board meeting will be held on Tuesday, December 9, 2014, 7:30 p.m.

Respectfully submitted,

Judith Lais, Secretary