

**Topsfield Town Library Board of Trustees Meeting**  
**Thursday, November 10, 2016, 7:30 p.m.**  
**Library Periodicals Room**

**Present:** Trustees— Abigail Jackson, chair; Gail Bryson, Audrey Iarocci, Judith Lais, Patty Walsh

Library Director: Laura Zalewski

**Absent:** Brooke Spater

**Guests:** Darcy Fulton (Topsfield Recreation Committee representative)

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

**Approval of Meeting Minutes:** Gail Bryson made the motion to approve the Board of Library Trustee minutes of October 11, 2016 as written; Judith Lais seconded; the motion was unanimous.

**New Business:**

- Review the Rules and Regulations of the Library Trustees—Trustees will read this old document and return next meeting with comments, questions, and changes as appropriate.
- *Holiday on the Green* information and clarification from the Topsfield (temporary) Recreation Committee—Darcy Fulton spoke about the event’s impact on the Library’s property. The displaying of “snowmen” on Library grounds had been approved previously, so this evening’s request resulted in extensive discussion on new requests. The Library director and trustees’ concerns focus on the location of the food trucks on South Common Street (directly in front of the library) and the placement of picnic benches on the library’s lawn. After lengthy discussion Judith Lais made the motion that no picnic tables would be allowed on the Library grounds during the “Holiday on the Green” event; this was seconded by Audrey Iarocci. Unanimous.

Discussion: South Common Street, which runs in front of the library, should stay open until at least 5 pm, when the library’s regular service hours conclude. The Library, however, remains open for the Masco concert and the Friends’ refreshments event. The consensus of the Board was that food trucks be located at a different area—not on South Common Street—given the congestion and number of children and adults coming/going from the library throughout the day and especially in the afternoon and early evening. (Note: 4 sessions of gingerbread houses, a 3 pm storytime in the Children’s Room, set-up of Friends refreshments for the major event, the Masco chorale performance at the library, and limited staff to oversee library operation and support these events.) While the Trustees and Director know they cannot prevent the closure of South Common Street, they respectfully recommend to the Police Chief and the Board of Selectmen that South Common remains open and that food trucks, etc. be located elsewhere in the downtown area.

- Facility projects:
  - Granite steps--completed
  - Ceiling repairs—completed

- Music Committee—Muddy Shoes will perform a concert on Sunday, November 13, 2016.

**Director's Monthly Report:** see Laura's handout for October 2016's detailed information

- Programs—20 programs with 193 attendees
- Staff—numerous staff attended meetings and workshops in October; recent hire Pembroke King gave her notice of resignation. Amy Westphal has been hired and begins in late November.
- Department Reports—Cataloging, Children's Room, Reference, and Circulation
- Facility—a lightning strike of a transformer at High/East Common impacted library's power. The generator kicked on; National Grid addressed the Library's problem by 10:45 a.m. Also, the storm damaged the fire alarm panel, requiring replacement of two circuit boards. Simplex Grennell identified that the basement sprinkler system was inoperative and had to be re-alarmed. Finally, the ceiling and wall of the interior granite stairs were re-plastered.
- Budget—no update
- Circulation—slight decrease from last October. The consortium's circulation dropped by 5%. Detailed graphs are on the Director's Report.

On Friday, Dec. 16, a Legislative Breakfast will be held in Peabody, MA, at the public library. Trustees are invited.

**Former Business:**

- Generator update—nothing to report
- Tri-town Community read--ongoing
- Strategic Plan—final update with the "The Planning Process" section updated. Gail Bryson made the motion and Patty Walsh seconded to approve the Strategic Plan. It was approved unanimously.
- Library hours--tabled
- Eskimo art—In the reading room, glass doors, mirrors, and shelving will be added in the area between two sections of magazines. Estimate of cost: \$1500. Friends of the Library may have funds for this project.

**Meeting adjourned:** 8:50 pm.

The next scheduled Board meeting: tbd (December 8, 6:00 p.m.?)

Respectfully submitted,

Judith Lais

**List of Documents:**

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| • Agenda for November 10, 2016         | • Topsfield Recreation Committee-questions         |
| • Draft Minutes from October 11, 2016  | • "Holiday on the Green" 2016 poster (screen shot) |
| • Trustees Director's Report, 11-10-16 | • Rules and Regulations for Trustees               |
| • TTL Monthly Financial Report         | • Strategic Plan update                            |