

TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
November 12, 2013, Meeting Minutes

Present

Board of Library Trustees: Philip Madell; Chair, Audrey Iarocci, Mike Massaro
Sean Cunniff, Secretary
Library Director: Laura Zalewski

Chairperson Philip Madell called the meeting to order at 7:30P.M.

Approval of Meeting Minutes

Audrey Iarocci made a motion to approve the minutes of October 8th Meeting, Sean Cunniff seconded; the motion was approved 4-0. (Kathleen Hoffman, Doe DeLuca not present)

New Business

Discussion of FY2015 Action Items (copy attached)
Mike Massaro made a motion to approve the FY2015 plan, Audrey Iarocci seconded. The motion was approved 4-0.

Director's Monthly Report

(Please see attached report for details of items discussed)

Former Business

- Generator Update
 - Estimate for Generator came in higher than expected at approx. \$47,000
 - Cost to include piping to gas line (as opposed to propane tank) is \$20,000
 - The library director is getting more information to verify the accuracy of these costs.
- Energy Controls
 - National Grid has done a walk through, a punch list is being completed, a check for approx. 25k from National Grid is going to the town in the next two weeks, Green communities will pay for a similar amount.
- New Walkway
 - Nearly complete– update in directors report.
- Parking Lot superseding order of conditions
 - Nearly complete – update in directors report
- Technology Committee Update
 - See attached report
- Discussion of email from Karen Dow (FinCom) regarding building maintenance funding / staffing. Next step is to schedule a meeting with Karen to discuss options.

Audrey Iarocci made a motion to adjourn the meeting, seconded by Mike Massaro.
Meeting adjourned at 8: 25 P.M.

Respectfully submitted,
Sean Cunniff