

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

November 13, 2012, Meeting Minutes

Present

Board of Library Trustees: Dorothea DeLuca, Chair; Philip Madell, Secretary; Kathleen Hoffman, Michael Massaro, Audrey Iarocci
Library Director: Laura Zalewski

The chair called the meeting to order at 7:40 p.m.

Approval of Meeting Minutes

- Audrey Iarocci made a motion to approve the minutes of the October 9, 2012, meeting, as corrected, Sean seconded; the motion was approved 6-0.

New Business

Long-range plan; six goals for Massachusetts Library Commissioners: (1) cultural enrichment, (2) expanding young adult collection, (3) make library community resource information center, (4) staff to maintain new technologies, (5) further staff training in improving essential library service techniques, and (6) improving communications. Motion made by Michael Massaro, seconded by Philip Madell; passed 6-0.

Director's Monthly Report

- Programs:
Rich Greenblatt (jazz) Group early November; flower arrangements; Beelzebubs performers in January, computer workshops for Council on Aging.
- Staff: staff attended
Interlibrary Loan Roundtable
Town Department Head meeting, Friends meeting, town's general services; Merrimack Valley Library Consortium executive meeting & best practices committee;
and, MVLC workshop on financial aid.
- Facility: storm water ejector pump replaced; heating ductwork to be inspected; energy-efficient lights installed; no storm damage.
- Other: art work rotated; Evergreen system upgraded; school children given library tour; met with Topsfield Historical Society; State Aid report submitted

Former Business

- Wireless Internet Implementation: Postponed while installation bugs addressed by the service provider.
- Government Review Committee: Kathleen Hoffman, Michael Massaro, Philip Madell, & Philip Madell attended Selectmen's information meeting.

The next board meeting will be held on December 11, 2012.

Meeting adjourned at 8:41.

Respectfully submitted,

Philip Madell, Secretary