

Topsfield Town Library Board of Trustees Meeting
Wednesday, November 18, 2015 7:30 p.m.
Library Periodicals Room

Present: Trustees—Sean Cunniff, Chair; Audrey Iarocci, Abby Jackson, Judith Lais, Michael Massaro, Patty Walsh; Library Director—Laura Zalewski.

Absent:

Called to order at 7:30 p.m. by S. Cunniff

Approval of Meeting Minutes: Patty Walsh made the motion to approve the Board of Library Trustees minutes of October 13, 2015 as written; Abby Jackson seconded; the motion was unanimous.

New Business:

- Trust Commissioners—At an informal (posted but lacking quorum) meeting with the Trust Commissioners on 11.10.15, they reaffirmed that all book orders should be coming out of Gould A. Not a concern re: overexpending as the Library will use about \$120,000 out of Gould for FY2016.
- Because the funds of last year were frozen as bonds were coming due, the Library potentially lost \$20,000-\$30,000. Without notice to and agreement of the Trust Commissioners, the Town of Topsfield Treasurer with direction from Town Administrator changed investment houses. Believing the Trust Commissioners are legally obligated to get these monies recovered, Sean Cunniff presented several options on regaining these funds for the Library. After discussion Sean agreed to draft a letter to the Trust Commissioners about this.
- Action Items approval—The Library must submit an Action Plan to the Massachusetts Board of Library Commissioners—see the handout “Topsfield Town Library Action Plan FY2017.” Audrey asked that future consideration be given, possibly in FY2018, to providing library delivery to patrons unable to come to the Library themselves. Motion made to approve the Action Plan by A. Iarocci and second by M.Massaro. Motion was unanimous.

Director’s Monthly Report: for October 2015; see Laura’s prepared handout covering following areas:

- Programs
- Staff
- Department Reports
- Facility
- Budget
- Circulation

FYI from Laura: The Groveland Library is going to be decertified effective February 2016. At that time MVLC will recommend not providing patron service to Groveland residents.

Former Business:

- Request from the Pizzano estate—license to sell. Sean will sign and return the form.
- Generator update—addressed in Laura’s Director’s Report.
- Library hours—will be addressed in Strategic Plan.
- Eskimo art—no action. Update at February meeting.
- Friends update—nothing to report.
- Strategic plan update: 205 responses received. Survey is now closed and they are being downloaded and reviewed.

Meeting adjourned: 8:39 p.m.

Next scheduled Board meeting: Monday, December 14, 2015 at 7:30 p.m.

Respectfully submitted,

Judith Lais

List of Documents:

- Agenda for 11.18.15
- Minutes from October 13, 2015
- Trustees Director’s Report for October 2015
- Topsfield Town Library Action Plan for 2017 (draft)
- FY2015 Non Resident Circulation