

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, December 9, 2014, 7:30 p.m.

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

Meeting Called to Order at 7:33 by P. Madell, vice-chair.

Approval of Meeting Minutes: S. Cunniff made the motion to approve the Board of Library Trustee minutes of November 2014 as presented; K. Hoffman seconded; the motion was unanimous.

New Business:

☐ Trust fund update—funds similar to last year.

☐ Decertification Policy—with scheduled closing of Boxford’s East Village Library on 12.12.14. it may be decertified by the Massachusetts Board of Library Commissioners (MBLC), thereby ineligible to receive state aid funding to public libraries. According to Topsfield’s present policy, dated 8.12.03, Topsfield and other MVLC libraries would not extend borrowing privileges to patrons of towns whose libraries are decertified, unless individuals pay the out-of-state fee for use of MVLC library materials and services. Boxford citizens are welcome to use reference and reading room materials¹ within our library. After discussion, P. Madell asked Laura to present a proposed revision of Topsfield’s Decertification Policy at next regular Trustees’ meeting.

☐ Compensation study update—see letter from Town Administrator Hebert to “All Topsfield Department Heads & Non-Union Employees” (12.05.14). Laura will meet with the Personnel Advisory Committee to reconcile discrepancies, pertinent to library staff classification, in the FY15 Pay Plan and Classification System. S. Cunniff asks for clarification from the Town Administrator on how the new “FY15 PayPlan” could impact library staff salary step-increases.

☐ FY 2016 Budget—see “Topsfield Library Department FY 2016 Budget Details,” (12.9.14). When personnel data is available, Laura will update this budget.

Director’s Monthly Report: Details in full on Laura’s November report, dated 12.9.14, covering the following:

- Programs—busy, successful month!
- Staff activities
- Collection
- Facility

¹ Massachusetts General Law 605 CMR 4.01

- Budget—First payment of FY2015 State Aid to Public Libraries for Topsfield is \$5,639.64 has been received. Second payment due in last quarter of FY2015 “will be recalculated to reflect the 9C reduction.”²
- Circulation

Former Business:

☒ End of fiscal year update—see Budget information on Laura’s report.

☒ Generator update—work has begun and pad will go in this month.

☒ Little Free Library—being used by residents!

☒ New boiler installation – will start in December.

Good News: Laura shared a Christmas card received from a grandfather and child that included a \$100 donation to the library.

Trustees set date for Appreciation Luncheon for library staff—Thursday, January 8.

Meeting Adjourned: S. Cunniff motioned to adjourn at 8:32 p.m.

Next Board Meeting – Tuesday, January 13, 2015, 7:30 p.m.

Respectfully submitted,

Judith Lais, Secretary

² Email to Laura Zalewski, 11.20.14 “Cuts to State Aid to Public Libraries.” From Mary Rose Quinn, MBLC.