

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

December 11, 2012, Meeting Minutes

Present

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

The chair called the meeting to order at 7:41 p.m.

Approval of Meeting Minutes

- Sean Cunniff made a motion to approve the minutes of the November 13, 2012, meeting, as corrected, Michael Massaro seconded; the motion was approved 5-0.

Correspondence

- Patron complained of teen-room usage; board supported Director's discretion regarding usage, and teen-room access.

Director's Monthly Report

- Facilities: boiler is working but new thermostat should remedy current issues.
- Author's night was successful.
- Catalogue training for staff on site completed.
- Wireless installation completed.
- Windows were weather-stripped.

New Business

- FY2014 budget: four variations offered for consideration, each with variable that impacted total, but salaries and wages were constant in all versions. Board voted on a motion by Sean Cunniff, seconded by Philip Madell, that Revision 1, with certain minor adjustments in "Other" category be submitted to the finance committee, which would meet the Municipal Appropriation Requirements (MAR); approved 5-0.
- The deCordova annual \$10,000 contract to be reviewed after receipt of a proposal with options at a lower price point.
- Arrangements for a Staff lunch were discussed.

Former Business

- Government Review Committee: an update was provided by Selectmen Eldon Goodhue & Dick Gandt that the Board of Selectmen is drafting a broader job description to the position of Town Administrator.

The next board meeting will be held on January 8, 2013.

Meeting adjourned at 9:23 p.m.

Respectfully submitted,

Philip Madell, Secretary