

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

December 11, 2013 Meeting Minutes

Present

Board of Library Trustees; Philip Madell, Chair, Sean Cunniff Secretary,
Michael Massaro, Audrey Iarocci, Kathleen Hoffman (arr. 7:34), Doe DeLuca (arr. 7:35)
Library Director: Laura Zalewski

Chairperson Philip Madell called the meeting to order at 7:30 p.m.

Approval of Meeting Minutes

- Mike Massaro made a motion to approve the minutes of the Nov 12, 2013, meeting; A. Iarocci seconded; the motion was approved 4-0. (Doe DeLuca, Kathleen Hoffman not present for vote)

New Business

Budget – The Director presented the FY2015 proposed library budget and discussion ensued.

See attached budget document for details

Director's Monthly Report

The Director reviewed her report and discussion ensued.

See attached Director's report for details

Former Business

- Generator Update - the board reviewed the proposals for the generator and discussed the options
- Energy Controls – Staff was trained
- New Walkway – The Director and staff are very pleased with the new walkway to the parking lot.

Doe DeLuca made a motion to adjourn, Mike Massaro seconded. The vote was unanimous and the meeting was adjourned at 8:34.

Sean Cunniff, Secretary