

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, December 11, 2018 7:00 p.m.**  
**Library Periodicals Room**

**Present:** Trustees— Janet Kmetz, Kathy Hartmann, Gail Bryson, Brooke Spater, Olivia Gatti  
Library Director: Laura Zalewski

**Absent:** Abigail Jackson

Guests:

**AGENDA**

Gail Bryson called the meeting to order at 7:00 p.m.

**Approval of Meeting Minutes:** - November 13, 2018 meeting minutes were approved as written by Janet Kmetz; Olivia Gatti seconded. The motion was unanimous.

**New Business:**

- FY2020 budget – Instructions were 0% from the financial committee in the “other” category. Laura provides explanations where items were added. Janet Kmetz made a motion to approve the budget as proposed for 2020, Brooke Spater seconded. The motion was unanimous.
- Staff lunch – will be held 1/24/19 at noon. We will provide a variety of items: Kathy will coordinate and pick-up two hot dishes from Spinelli’s; Janet will bring paper goods, brownies, and drinks. Olivia will make bread and organize Winfrey’s chocolate. Gail will make cookies and Brooke will make two salads.
- Correspondence – Bob Scherer-Hoock wrote about Topsfield Board Gaming schedule and stated “Once again, we really enjoy the use of the meeting room. It’s a very bright and comfortable place for group gaming (especially with all the renovations in the past year).”

**Director’s Monthly Report: (November)** See Laura’s specific monthly report document for details.

Programs— 8 children’s programs, 121 attendees. 7 adult/family programs, 38 attendees.

Staff— Wendy Thatcher attended the Accidental Reference Librarian, a Massachusetts Library Systems Continuing Education workshop in Ipswich on November 28th. The workshop presenter shared ideas for training and supporting staff who fill-in at the Reference Desk. Laura attended a town department heads meeting on 11/14 and a public safety meeting on 11/29, both at town hall.

Department Reports—

- Cataloging- Sibyl Hezlett- The library added 436 items: 333 adult and 103 juvenile items.
- Children’s Room- Lindsey Recka- 21 4th-6th graders came to play bingo after school on an early release day and had a fabulous time! There were some competitive games! Fall Storytime wrapped up and Ms. Eileen and Ms. Noreen were

very happy with how their story times ran this season. Facilitated signups for Friends' gingerbread event.

- Circulation- Christine Manning- Circulation put up four new displays in November, including one display of stories taking place in New York, which helped to promote our "Storied Bars of New York" program. Holiday movies and music were put out right after Thanksgiving. Additionally, we began spotlighting Becca Boudreau's "art tour" brochures, which direct patrons to the various works of art on display around the library.

- Reference- Wendy Thatcher- The Quiet Study and Topsfield Room were used 74 times. There were 6 library events, 13 meetings, 5 quiet/study uses, 28 tutoring sessions, and 22 walk-ins. On 11/13/18, the Board of Trustees voted to change the internet use policy. Patrons under the age of 18 may now use the computers without parental permission and, therefore, without checking in at the Reference Desk. The transition to the new policy went smoothly. The younger patrons are happy with the change and well behaved. Staff discontinued moving laptops to the Topsfield Room on Friday afternoons for gaming. Fewer school children have been coming into the library on Friday afternoons. The school children stated that they like being in the main room while using the computer. On three Thursday evenings in November, the Topsfield Room was reserved for Crafts and Creations- an independent crafting time for individuals working on various projects. Crafts and Creations will continue in December. Three people attended each session.

#### Facility—

- On Saturday November 3, there was a problem with the fire alarm panel. Laura went to the library, was able to silence the alarm and called Alarmex. That Monday, Alarmex came and replaced a circuit board that signaled battery usage.
- On Saturday, November 24 there was no heat in the library. The boiler vent iced over and there was no air flow. The boiler shut down. Laura was able to remove the ice from the vent (with Noreen's assistance) and re-start the boiler.
- On Sunday, November 25 Laura came to the library for a building check.
- The week of 11/26 was difficult because of the warm temperatures and amount of rain. Water flooded the basement corridor, elevator trench, and storage rooms. Dan Philpot and Laura are talking about placing another sump pump in the basement.

#### Budget—

- Budget guidelines for FY2020 were received on Wednesday 11/28. Information on personnel wages was received on Wednesday 12/5. Budgets are due to the town accountant on 12/21. Guidelines are the same as last year.

#### Circulation—

- Circulation for November increased 1.2% over last year.

#### Library Attendance—

- Library attendance decreased 16% over last November. Last year, power outages affected the area for several weeks. Laura thinks people with no power came to the library in early November to power devices and to get warm.

#### **Former Business:**

- Holiday on the Green wrap up: 1,755 people came through the door. This was around 800 more than last year, but less than 2016.
- Friends of the Library: Gail attended the last meeting and thought everyone got along quite well.
- Capital plan update: Laura got a \$30K quote for new front doors; Dan is looking for other options. There is a grant for ADA projects, but you can only apply in October. The roofers are hard to pin down for quotes, so we have no idea on cost for that.
- Emergency policy review: We still have not heard from the chief.
- Art Committee update: Janet shared that she has heard people don't like the color on the walls in the new meeting room because they don't feel like it's good for showing art work.
- Music Committee update: Gail reported that the acoustics in the room at the new town hall supposedly aren't currently good.

**Meeting adjourned:** at 8:01 p.m. Janet Kmetz made a motion to close the meeting; Olivia Gatti seconded; the motion was unanimously approved.

The next scheduled board meeting is Tuesday, January 8, 2019

Respectfully submitted,

Brooke Spater

**List of Documents:**

- Agenda for 12.11.18 BOLT meeting
- Trustees Director's Report from 11/18
- Minutes from 11.13.18 BOLT meeting
- Topsfield Library 2020 proposed budget document
- Topsfield Library Monthly Financial Report
- FY2019 Gould Fund A Profile
- Board gaming email from Bob Scherer-Hoock