

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, December 12, 2017 10:00 a.m.**  
**Library Topsfield Room, 2<sup>nd</sup> floor**

**Present:** Trustees— Audrey Iarocci, chair; Abigail Jackson, Janet Kmetz, Brooke Spater, Gail Bryson, Patty Walsh  
Library Director: Laura Zalewski

Guests: Richard Gandt

**AGENDA**

**Absent:**

Meeting called to order at 10:01 a.m. by Audrey Iarocci

**Approval of Meeting Minutes:** Gail Bryson made the motion to approve the Board of Library Trustee minutes of November 14, 2017; Janet Kmetz seconded; the motion was unanimous.

**New Business:**

- FYI 2019 Budget. Laura would like a 1.69% increase in the “other” category yet proposal from Financial Committee is 0%. She plans to ask the town to cover other operating expenses explained in her line items worksheet while also submitting a 0% increase budget. Gail Bryson made a motion to approve the 2019 budget as written, Janet Kmetz seconded, the motion was unanimous.
- Laura would like an early close on Saturday 12/23 at 1:00 p.m. Abby Jackson made a motion to approve the early closure, Gail Bryson seconded.
- Cataloging was explained by Laura as some folks had questions.
- Staff Luncheon. The staff luncheon will be January 18 at noon for set-up. 12:30 start for luncheon.
- Senior request from Masco to make videos using the library facility. The board voted unanimously to deny this request.

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

Programs—

6 children’s programs, 121 attendees

7 adult programs, 83 attendees

Staff— The library received its certification for FY2018 on 11/13 and the first installment of state aid. Christine attended a Circulation/Interlibrary Loan meeting on 11/15. Wendy Thatcher attended an all-day training session on 11/30 on “Caring for the mind.”

Department Reports—

- Cataloging- Sibyl Hazlett cataloged 433 items in November, 320 adult, 113 juvenile.
- Children’s Room- Lindsey Recka. 77 happy patrons came to trick or treat on 11/2. Proctor students came during early release to make crafts.

- Reference- Wendy Thatcher. The Topsfield Room was reserved on Saturday afternoons for aspiring writers who participated in NaNoWriMo. Anna made progress on the rubber stamp kits.
- Circulation- Christine Manning. The Circulation Department put out three new displays in November, all doing better than expected. The library also held a book club meeting in early November with eight attendees. Weeding was done on DVD, paperbacks, and mysteries.

Facility—

- Work on meeting room was completed 11/3. New carpet will be done 12/18. There were lots of issues with the motion detectors last month.

Budget—

- FY 2019 will be discussed at 12/12 meeting.

Circulation—

- Circulation was down 10.6% from last November. The consortium went down 7.5 % from last year.

**Former Business:**

- Holiday on the Green wrap up. We had a few less folks coming through the door. Patty Walsh raised the concern that patrons came looking for The Nutcracker and were disappointed. Laura feels the library isn't the right venue for a story to be read during this event.
- Art Committee update. New exhibit rescheduled to 2018, current exhibit will stay longer.
- Music Committee update. 1/28/18 is the next event (Mik Mersha), last event at The Gould Barn.
- Head of reference job description update. Laura will discuss with Kelly further.
- Library Hours - tabled.
- Consider upgrading staff lunch room

**Meeting adjourned:** at 11:27 a.m. Gail Bryson made a motion to close the meeting, Patty Walsh seconded, the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday January 9, 2018 at 7:00 p.m.

Respectfully submitted,

Brooke Spater

**List of Documents:**

- Agenda for 12.12.17 BOLT meeting
- Minutes from 11.14.17 meeting
- Trustees Director's Report
- Town Financial Committee document with FY 2019 budget guidelines
- Municipal Appropriation Requirement

- Proposed FY 2019 budget
- Proposed FY 2019 budget with attachment for the Financial Committee
- Monthly financial reports
- Masco senior video request