

**Topsfield Town Library Board of Trustees Meeting**  
**Wednesday December 14, 2016 7:30 p.m.**  
**Library Periodicals Room**

**Present:** Trustees— Abigail Jackson, chair; Gail Bryson, Patty Walsh, Brooke Spater, Audrey Iarocci

Library Director: Laura Zalewski

**AGENDA**

**Absent:** Judith Lais

**Guests:**

Meeting called to order at 7:30 p.m. by Abby Jackson.

**Approval of Meeting Minutes:** Abby Jackson made the motion to approve the Board of Library Trustee minutes of November 10, 2016 as written, Patty Walsh seconded; the motion was unanimous.

**New Business:**

- Review new legislation regarding bill list signatures—we can now have one primary point of contact for signing bill lists. Abby Jackson moved to appoint Audrey Iarocci to this role, and Gail Bryson was appointed as the back-up. Patty Walsh seconded the motion, and both appointments were unanimously approved.
- Winter weather policy review—Laura presented an updated winter weather policy and the board unanimously approved it.
- FY2018 budget—Laura presented the budget and it was approved. Abby Jackson made a motion to approve it, Brooke Spater seconded; the motion was unanimous.
- Trust Commissioners report—Laura provided an overview of the report.
- Holiday Stroll wrap-up and snowman display—Overall, the event was considered a big success by all. 1,922 people came into the library, an increase from last year's door count of 1314. There was some discussion about the food trucks setting up in front of the library at 2 pm, not 3 pm as indicated by the Parks and Rec Committee. Additionally, the snow men were well received.

**Director's Monthly Report:** See Laura's specific monthly report documents for details.

- Programs: 20 programs, 271 attendees.
- Staff: Laura was busy with various meetings. New Reference Assistant Aimie Westphal started on 11/28.
- Department Reports: Cataloging, Children's Room, Reference, and Circulation.
- Facility—On November 29 and 30, the library phone did not work, line was repaired 12/1.
- Budget: Laura presented the FY2018 budget. The board unanimously approved the budget.
- Circulation increased 2.5% from last November.

- Library Attendance: increased 2% over last November.

**Former Business:**

- Review the rules and regulations of the Library Trustees- tabled until we get more information from the town hall.
- Tri-Town community read update— Overall, positive feedback on the book and the read.
- Library hours- tabled
- Eskimo art- the quotes for the work was received.

**Meeting adjourned:** at 8:40 p.m.

The next scheduled Board meeting is on Tuesday January 17, 2017.

Respectfully submitted,

Brooke Spater

**List of Documents:**

- Agenda for 12.14.16 BOLT meeting
- Minutes from 11.10.16 meeting
- Trustees Director's Report
- Updated Winter Weather Policy
- Document highlighting Approval of Bills/Warrants
- Monthly Financial Report
- FY 2017 Gould Fund A Profile Report
- FY 2018 Proposed Library Budget