

**TOPSFIELD TOWN LIBRARY  
BOARD OF TRUSTEES**

February 12, 2013 Meeting Minutes

**Present**

Trustees: Dorothea DeLuca, Sean Cunniff, Kathleen Hoffman, Audrey Iarocci, Michael Massaro. Philip Madell was absent.

Library Director: Laura Zalewski

There was no Selectman representative in attendance.

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

**Approval of Meeting Minutes**

Michael Massaro made a motion to approve the Meeting Minutes of January 8, 2013. The motion was seconded by Sean Cunniff and was approved as written by a 5-0 vote.

**New Business**

A letter received from the Department of Environmental Protection (DEP) and dated January 28, 2013 was discussed at length. It seems that the records of the DEP show that the Library had received a Superceding Order of Conditions (SOC) on February 14, 2001 and no Certificate of Compliance has been obtained. The SOC for the project, which involved the parking area on the left side of the Library, including grading and landscaping, was never completed or a Certificate obtained from the Conservation Commission. Laura Zalewski will coordinate an effort to clarify documentation with the Conservation board and other principles. According to Lana Spillman, a member of the CC, this should be done by June.

In other business, the Board spent time making revisions to the Library's Internet Policy. A spreadsheet of policies from ~ 14 other libraries showed that only 2 (including Topsfield) require parental signature for youth 18 years or younger and all adult users. The Director feels that our current policy is outdated and should be revised. At the end of the discussion, Doe DeLuca made a motion that the Trustees should revise portions of the policy, seconded by Audrey Iarocci. This will be presented in its completed form for approval at the March meeting.

In addition, it was decided to revise the Library Policy on food and drinks. Drinks will now be allowed, but no food items.

An okay was given to local resident and photographer Eric Roth's request to photograph certain architectural features in the Library for a project he is doing.

**Director's Monthly Report**  
(Copy attached with details)

**Programs**

Very successful. Included Zentangle (1/14); eReader Class (1/24); Sunday Barn concert (1/27).

**Staff Business**

Rebecca Rowlands will be taking maternity leave soon. Scheduling during her leave will be handled by the Director.

Various staff attended workshops and meetings.

The payphone in the vestibule will be removed on 6/30/13.

The library will install three wireless panic buttons (cost \$733 for 3).

**Former Business**

An update of the recent budget meeting with some Board members, the Director and the Finance Committee was given. The Library will stay within the guidelines set by the FinCom and there is no threat to the MAR this year.

The DeCordova Museum Art Loan Program was discussed. The Director presented three versions of the "Corporate Grand Patron" membership. We are currently paying \$10,000 per year for our participation in the program, but due to financial restraints we have opted to cut back to a lesser proposal, \$5,500 per year. See attached for details.

The next Board of Trustees meeting will be held on March 12, 2013.

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Audrey Iarocci, Acting Secretary