

Topsfield Town Library Board of Trustees Meeting

Friday, March 17, 2017; 10:30 AM

Library Periodicals Room

Present: Trustees-Abigail Jackson, chair; Gail Bryson, Patty Walsh, Audrey Iarocci, Judith Lais

Library Director: Laura Zalewski

Absent: Brooke Spater

Guests: none

AGENDA

Meeting called to order at 10:30 AM by Abby Jackson.

Approval of Meeting Minutes

Motion to approve meeting minutes of February 14, 2017 as amended to read "Eskimo display case" rather than Eskimo art under Former Business. Motion made by P. Walsh, seconded by A.Iarocci – unanimously approved.

Motion to approve Minutes of February 27, 2017 as written made by A. Iarocci, seconded by P. Walsh- unanimously approved.

New Business:

- Head of Reference job description - draft reviewed. Concern expressed that position may be hard to fill as written, particularly if applicant lives far away. L. Zalewski would like to change order of responsibilities in "General Purpose." It is agreed that draft seems wordy and J. Lais will work with L. Zalewski to refine it. Changes will be reviewed at the April meeting.
- Electronic signs - are used in Middleton and Georgetown and appearance of same reviewed. It is felt that an electronic sign would be useful for both library and town events. Approvals for erection of same would be needed by Selectmen, Conservation Commission and Planning Board. A fund-raiser(s) would be most likely way of finding money to pay for project. L. Zalewski will inquire at Georgetown town hall as to cost.
- New members on the Board – There is concern that newly elected trustees have little knowledge to evaluate the Library Director in June, with only one month's experience on the Board. It is suggested that yearly evaluation be done in April and there is concurrence between the Board and Director that this occur. L. Zalewski will bring her evaluation for review next month. Nomination of Chair, Vice Chair, Secretary and committee member assignments, will continue to be at May meeting.
- Music Committee Update – A. Jackson will take over introducing performing musician/group at music programs. There has been difficulty contacting group scheduled for March 27 and if they

have not responded by March 20, program will have to be cancelled. L. Zalewski will be responsible for contacting Music Committee should this occur.

- Art committee meets once a year. L. Zalewski has been responsible for coordinating Art program and exhibits in meeting room and it is suggested that Trustees take a more active role in arranging. This will be discussed at May meeting.
- Thank you notes are needed to acknowledge gifts, etc.. G. Bryson will look into this. It was suggested that STEM program at Masco might be helpful in printing.

Director's Report – see attached

Former Business

- Behavior Policy- changes reviewed. Motion made to accept by A. Iarocci, seconded P. Walsh-unanimously approved.
- FY2018 Budget- remains the same. Will wait for further input from FinCom.
- Rules and Regulations of the Library- reviewed with changes made as suggested at last meeting. Motion made to accept by A. Iarocci, seconded P. Walsh-unanimously approved.
- Tri-town Community read update – there was one program in February.
- Library hours-L. Zalewski wondered if library operating hours from 1-6 on Wednesday and Friday rather than 12-5 might be more beneficial to patrons. Discussion mixed as to whether this would be helpful.

New Business

- Monthly meeting time of the Board of Trustees- does not have to be on second Tuesday of the month at 7:30PM and might there be a more convenient time for everyone? This will be revisited at May meeting after election of new trustees.

Meeting adjourned at 11:45 AM.

Respectfully submitted,

Gail Bryson

List of Documents:

Agenda

Draft Meeting minutes: 2/14, 2/27

Head of Reference Job Description draft

Director's Report

Behavior Policy draft

Rules and Regulations of the Library Board of Trustees draft

Copies of signed bill lists.

Picture of Georgetown electronic sign

Operating budget report

Gould A trust report

