

**Topsfield Town Library Board of Trustees Meeting
Tuesday, May 9, 2017 7:30 p.m.
Library Periodicals Room**

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

AGENDA

Absent:

Guests:

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

Election of new officers:

Chair: Audrey Iarocci. Abby Jackson nominated, Patty Walsh seconded.

Vice Chairman: Patty Walsh. Abby Jackson nominated, Audrey Iarocci seconded.

Secretary: Brooke Spater. Abby Jackson nominated, Patty Walsh seconded.

The motions were all unanimously approved.

Liaisons: **Trust Fund Commissioners:** Janet Kmetz
 Art Committee: Patty Walsh and Gail Bryson
 Music Committee: Abby Jackson and Gail Bryson
 Friends of the Topsfield Library: Audrey Iarocci and Brooke Spater

Approval of Meeting Minutes: Abby Jackson made the motion to approve the Board of Library Trustee minutes of April 11, 2017; Gail Bryson seconded; the motion was unanimous.

New Business:

- Signature(s) for payroll/bills: One person has been signing each for the entire group. Brooke Spater nominated Abby Jackson to assume responsibility for signing payroll; Gail Bryson seconded. Abby Jackson nominated Audrey Iarocci to do bill payment; Gail Bryson seconded. The motions were unanimously approved.
- Library holidays: Gail Bryson made a motion to accept the holiday schedule for 2018; Brooke Spater seconded; the motion was unanimously approved.
- Remounting “River Road” picture- Meg Black (the artist) would like it to have a new mat in white, cost would be \$300. Patty Walsh made the motion to approve the new frame, Gail Bryson seconded the motion; the motion was unanimously approved.
- David Bond reported to Abby Jackson that there will be a new berm on the library side before the end of the year.

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

- Programs: There were 16 children’s programs in April with 271 attendees, 3 adult programs with 55 attendees.

- Staff: The entire staff attended Symphony training. New assistant in the Children's Room.
- Department Reports:
 - +Cataloging- Sibyl Hazlett. Sibyl catalogued 283 adult items and 87 juvenile items. Extensive catalog training for her this month.
 - +Children's Room- Lindsey Recka. 55 patrons enjoyed Jungle Jim's Minecraft Madness show. Summer reading program prep is ongoing, theme will be Embrace the Outdoors.
 - +Reference- Wendy Thatcher. Volunteer Maureen Flanagan gave her notice. Masco intern Trevor has been helping out. Anna Bradenburg attended Teachers and Librarians day.
 - +Circulation- Christine Manning. They had a steady April despite slow-down in checkouts.
- Facility:
 - +There was no heat on April 3. Laura still trying to research the issue. Eskimo Art was put into the new case on April 13. Other minor issues that cropped up during the month were resolved.
- Budget:
 - +Was passed at town meeting.
- Circulation: April was not a good month. Decreased 16% from last April. Consortium decreased 7%.
- Library Attendance: Attendance went down 16% from last April. Lowest since FY2013.

Former Business:

- Electronic sign at town hall. No progress has been made, tabled.
- Head of Reference job description. Judith Lais decided that is the correct format to use, therefore no changes have been made. Kelly would like to see more comparable job descriptions from other libraries. Ongoing.
- FY2018 Budget: passed at Town Meeting.
- Tri-Town community read update: Simplicity is the superpower for this month. 5/18 at 7:00 there is a bee event.
- Library hours- No update right now.
- Eskimo art- Was installed in April, project is complete, we just need to add some signage.
- Gail Bryson- Organizing thank you notes with hand-sketched cards for people who donate. Laura will write them as needed.
- Discussion about changing the time of our meetings: Janet Kmetz makes a motion to change our meetings to 7:00 p.m., Abby Jackson seconded the motion; the motion to move was unanimous. Will revisit meeting time in September.

Meeting adjourned: at 8:42 p.m.

The next scheduled Board meeting is on Tuesday, June 13, 2017 at 7:00 p.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 5.9.17 BOLT meeting
- Minutes from 4.11.17 meeting
- Trustees Director's Report
- Library Monthly Financial Report
- FY2018 Holiday Schedule
- Copy of recent bill list