

# **Topsfield Town Library Board of Trustees Regular Meeting**

**Tuesday, 6/10/14, Minutes**

**Present:** Trustees—Michael Massaro, Sean Cunniff, Kathleen Hoffman, Abby Jackson, and Judith Lais; Library Director: Laura Zalewski

**Absent:** Philip Madell

**Guests:** Jody Latimer, Joseph McGaunn, Scott McGaunn

Chair Mike Massaro called the meeting to order at 7:40 p.m.

**Minutes** from 5.13.14 reviewed; motion to approve by AJackson and seconded by SCunniff. Unanimous approval.

## **New Business:**

- Trustees agreed to write a letter of appreciation (penned by KHoffman) to the Friends of the Library for their service to the community over the previous year.
- SCunniff reported on meeting of Town of Topsfield Trust Commissioners David Strachan, Richard Walsh, and Barbara Booth, with members of the Board of Selectmen, Town Administrator Kellie Hebert and Treasurer Barbara Michalowski. See SCunniff for additional details on this meeting.
- Director's Performance Evaluation: Laura presented her self-evaluation to the Board whose appreciation for her professionalism was recognized. The deadline for submittal of her review to Town Administrator is June 16. Laura addressed her "Goals for Next Evaluation Period," detailing the following:
  - Facilities
  - Staff replacements/updates—two current employees leaving their positions: an assistant librarian, currently working 17-19 hours/week recently accepted a full-time position in another community; a Children's/YA staff member working 15 hours/week — having graduated with double major in Children's Literature and Library Science also moving to a full time position.
  - Collection
  - Programming: "One Community/One Book project
  - Technology updates—new computers and stabilization of wi-fi.

**Director's Report**—attached.

### **Former Business:**

- **Generator** update—Topsfield resident and Library abutter Jody Latimer requested clarification on the proposed generator's placement, visibility to street, and potentially disruptive noise when it is in active service. Laura and Trustees responded to his questions.

The need for generator is to power pumps and boiler if a power outage occurs.

At 8:20 p.m., Trustees visited outside sites under consideration.

Change in location adds \$5100 to the cost previously designed. Motion by AJackson and seconded by KHoffman to approve location change and to increase funding up to \$6000 additional for the installation of the generator in an alternative High Street location. Approved unanimously. Laura will coordinate with contractor on the installation and landscaping. AJackson volunteered to support Laura in oversight of the project.

Laura will seek modification of the landscape plan from Grace Peabody, Eastgate Landscape Design. MMassaro asked for budget-limitations.

- **Liaisons** identified: Trust Fund Commissioners—Sean Cunniff; Friends of the Library—AJackson, MMassaro, JLais; Music Committee—?
- **Little Free Library** update: Joseph McGaunn outlined his Eagle Scout project that has several components, requiring 75-100 hours of service. First, Joseph presented his design for a "give a book, take a book" box (Little Free Library) at the Library location and addressed its value to the community. Design plans have been approved by relevant Town boards. The Library will be the steward regarding content in the LFL. Also, Joseph will lead a team of scouts to refinish the benches outside the library. Robert Malmquist will be his project coach. To fund this project, Laura requests using Gould B or Gould A or State-aid unrestricted. Motion to approve by SCunniff, seconded by AJackson; unanimous approval.

Next meeting: July 8, 2014, 7:30 p.m. Periodical Room, Topsfield Library.

Motion to adjourn at 9:19 p.m. by JLais, seconded by AJackson; unanimous approval.

Respectfully submitted,

Judith Lais, Secretary