

Topsfield Town Library Board of Trustees Meeting
Tuesday, June 13, 2017 7:00 p.m.
Library Periodicals Room

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

AGENDA

Absent:

Guests:

Meeting called to order at 7:03 p.m. by Audrey Iarocci.

Approval of Meeting Minutes: Abby Jackson made the motion to approve the Board of Library Trustee minutes as amended of May 9, 2017; Janet Kmetz seconded; the motion was unanimous.

New Business:

- Summer Reading Program: Kicks off on Friday 6/16. The theme is camping.
- Meeting Room update/upgrade: Quote for re-carpeting the meeting room is reasonable. Laura would also like to get a quote for painting and ceiling tiling as well, plan is to fund from Gould B. She proposes doing the work in October.
- Small meeting rooms policy: Topsfield Room and Quiet Study have not had to be reserved until this point. Gail Bryson made a motion to accept the policy as written with amendment to the reservation form to add reason for use. Policy is to be reviewed at the 10/17 meeting. Patty Walsh seconded the motion. Motion was unanimously approved.

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

- Programs: 13 Children's programs, 328 attendees. 6 adult programs, 38 attendees.
- Staff: The staff is learning the new integrated library system. The learning curve has been steep. All libraries switched so it was not optional.
- Department Reports:
 - +Cataloging- Sibyl Hazlett cataloged 527 items in May, most of which were for summer reading. Cataloging was down for 2 weeks due to the implementation.
 - +Children's Room- Lindsey Recka hosted Steward School kindergarten, Trinity Preschool, and Joyful Noises Preschool. Summer reading prep continues. Fabulous slime-making program on 5/26 with 18 attendees from 4th to 6th grade on an early release day.
 - +Reference- Wendy Thatcher. Anna Brandenburg attended the New England Regional Genealogical Society Meeting and came home with a lot of ideas. The department focused on the transition to Symphony.
 - +Circulation- Christine Manning. They were also very busy rolling out Symphony.
- Facility:
 - +Simplex Grennell conducted the yearly fire alarm inspection on 5/2.
 - +The roofer feels they've found source for 2nd floor leaks.

- +The library changed over to air conditioning on 5/16.
- +On 5/23, the perimeter drains were cleaned, after 17 years.
- +On 5/26, the deCordova museum staff changed out the art work,
- Budget:
 - +No update
- Circulation: Statistics not available due to the implementation of the new library system.
- Library Attendance: Attendance increased 2% over last year.

Former Business:

- Art Committee update- Latest offering was initially a bit too modernistic, but this was fixed and everyone was pleased with the outcome.
- Music Committee update- Has been dealt a blow. Gould Barn can no longer afford a discounted price for the library events. Price will now be \$700. Abby Jackson will talk with the Historical Society to see if there is any room for negotiation or not.
- Electronic sign at town hall- Table discussion until new Town Hal is completed.
- Head of reference job description- Laura provided job descriptions from other towns to help contrast and compare roles and pay as well as a letter to Kellie Hebert outlining Wendy's current role and proposing a reclassification of Reference Librarian to Head of Reference/Assistant Director. This position must be written up and approved. The question was raised as to whether we need to post the position externally. Laura should talk with Kelly Hebert about next steps.
- Tri-town Community read update- We had the bee presentation in May and a presentation on walking the Appalachian Trail on 6/12.
- Library Hours Update- Laura will work up a proposal for a new schedule. She will check the funding, the significance of the hours to residents, and will report back to us.
- Notecards- Gail Bryson will buy the stationary and Laura (her daughter-in-law) will print them for us.

Meeting adjourned: at 8:42 p.m.

The next scheduled Board meeting is on Tuesday, July 11, 2017 at 7:00 p.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 6.13.17 BOLT meeting
- Minutes from 5.9.17 meeting
- Trustees Director's Report
- Library Monthly Financial Report & Gould Fund A Profile
- Monthly Bill list
- Moriarty & Gordon quote for carpeting
- Topsfield Room and Quiet Study Policy
- Town Library Community Survey
- Letter to Kellie Hebert
- Matrix highlighting other towns with Assistant Directors
- Current Assistant Director job description