

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

**Tuesday, September 12, 2017**

### **Library Periodicals Room**

**Present:** Audrey Iarocci, Chair; Abigail Jackson, Patricia Walsh, Janet Kmetz, Gail Bryson  
Laura Zalewski; Library Director

**Absent:** Brooke Spater

#### **Agenda:**

Meeting called to order at 7 PM by Audrey Iarocci.

#### **Approval of Minutes**

There were no changes to minutes of July 11, 2017; therefore Janet Kmetz made a motion to accept minutes, seconded by Abigail Jackson; the motion was unanimous.

#### **New Business:**

- Laura would like to form a Logo Committee at this time. There will be a redesign of website and good time to initiate a new logo for the library. Design costs will be provided by state aid of \$1800.. Therefore Laura would like two trustees to sit on committee; two librarians; two people from the community. Gail volunteered and Brooke Spater will be asked . Pixel & Light will do new web design for \$7500. It will be mobile friendly; whereas the present one is not.  
Janet Kmetz made a motion to go forth with the forming of a Logo committee and Gail Bryson seconded the motion; the motion was unanimous.
- Meeting Room Refresh: Replace ceiling tiles - need 2 guys to place staging & tiles; cost is \$8,940. Future Painting; Ken Ford, cost will be \$1,825. Cost of new rug placement \$2,200. Laura will check with Kelly Hebert to ascertain whether because it will be \$12,965 it needs to sent out for bids.  
Gail made a motion to approve the meeting room project contingent upon it not needing to go out for bid. Janet Kmetz seconded the motion; the motion was unanimous.

#### **Director's Monthly Report:**

- Programs: Children's 17 programs; 419 attendees.  
9 adult programs; 20 attendees.
- Staff  
Christine attended a Circ/Interlibrary Loan (ILL) meeting on 7/19 in Chelmsford.  
Laura attended a town department head meeting on 7/19.
- Department Reports  
Cataloging - Sibyl Hezlett 413 items; 308 adult and 105 juvenile
- Children's room - Nature Nick was attended by 125; Museum of Science Magic Program attended by 65 and 9 children participated in stuffed animal sleepover.

- Reference - Wendy Thatcher  
Craft project for open sewing on Monday evenings; attended by one.  
Rope coil coaster craft project attended by one.
  - Staff proctored one exam for a student taking a summer distance learning class.
- \_ Circulation - Christine Manning
- Circulation department hosted one adult program in July - Tai Chi on Topsfield Common; was well attended.
  - Staff created "shelf readers" was well received by patrons.
- Facility: HVAC tech completed installing of fan coil unit pipes.
  - Simplex Grennell came on July 13 to re-wire smoke detectors for elevator inspection
  - Elevator tech installed low ceiling sign of top of elevator . Elevator readied for next inspection.
  - On July 28, the chiller wasn't working; therefore HVAC tech had to reset the water flow switch
  - Budget: Nothing to report.

#### **Former Business:**

- Art Committee update - Needs new ideas for future displays in meeting room. Patty Walsh will contact Terry Meinelt for ideas as well as candidate for Logo Committee.
- Audrey & Abby attended a Gould Barn board meeting to inquire about the new cost of \$700 reserving the Gould Barn. Bill Whiting very eloquently spoke in favor for reducing the cost for TTL to \$100 for TTL scheduled events in November and January. Historical board voted in agreement.
- Head of Reference - Job description  
No update.
- Library Hours - Still in progress. Some suggested times are Tues/Thurs 10-8 or start everyday at 10:30. Laura will continue to assess the financial impact changing hours may have on the budget.
- Trustee Meeting time change - tabled to continue discussion on changing to daytime convenient to all board members and the relevance to future board members.

**Meeting Adjourned** - 8:16 p.m.

The next scheduled meeting is October 10, 2017.

Respectfully submitted,

Patricia Walsh

#### **List of Documents:**

- Agenda
- Minutes from July 11, 2017
- Director's report
- Library Monthly Financial Report