

Topsfield Town Library Board of Trustees Meeting
Tuesday September 13, 2016 7:30 p.m.
Library Periodicals Room

Present: Trustees— Abigail Jackson, chair; Gail Bryson, Audrey Iarocci, Judith Lais, Brooke Spater
Library Director: Laura Zalewski

AGENDA

Absent: Patty Walsh

Guests:

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

Approval of Meeting Minutes: Judith Lais made the motion to approve the Board of Library Trustee minutes of July 13, 2016; as written; Gail Bryson seconded; the motion was unanimous.

New Business:

- Carol Moore bench: Laura Smith purchased the bench and it's now under a tree out front. An engraved plaque is on order.
- Proposed holiday walk changes: Darcy Fulton from the recreation committee came to visit Laura. They are proposing some changes to the holiday walk, including moving the tree lighting from 4 p.m. to 5 p.m. The Masconomet chorus would still sing around 6 p.m. at the library. They have a new idea that would allow people to decorate plywood snowmen in advance of the walk to display on the library lawn for the day of the event. Snowmen would be picked up by early in the week. The board approves this activity.
- Laura would like to hire her husband to do some smaller jobs around the library (example: putting up some slat wall). He charges \$65/hour which is the going rate. Pending town administrator approval we will act on this.

Director's Monthly Report (July and August): See Laura's specific monthly report documents for details.

July:

- Programs: 24 programs, 315 attendees. Mahjongg is going strong.
- Staff: No major updates.
- Department Reports:
 - +Cataloging- Sibyl Hazlett was busy again, and cataloged 450 items.
 - +Children's Room- lots of amazing programs took place in July! "Decorate a Journal" program for teens was a huge success. 60 people visited the therapy dog event.
 - +Reference- Wendy Thatcher integrated the Topsfield local history collection into the reference collection.
 - +Circulation- Christine Manning. Worked on summer circulating issues.

- Facility:
 - +Elevator inspection, air conditioning system broke down and needed repair resulting in closure on 7/16/16 (now resolved).
 - Budget:
 - +No update
- Circulation: 2% increase over July 2015. Overall, MVLC decreased 9%.
- Library Attendance: Down 4% over July 2015.

August:

- Programs: 19 programs with 384 attendees. Mahjongg Club did well again in August, and the summer program went very well.
- Staff: Laura attended the MVLC Technical Services meeting in Billerica on 8/10. She updated the Board of Selectmen on the Tri-town Community Read as well on 8/22.
- Department Reports:
 - +Cataloging- Sibyl Hazlett was busy again, cataloging 435 items.
 - +Children's Room- Lindsey was interviewed by Slate magazine! Many great events, including wrapping up a great summer reading program. Another great tea party at the Gould Barn, two great sessions with the Boston MOS on blizzards and avalanches, and overall great participation in children's programming.
 - +Reference- Wendy Thatcher. Sara gave her notice. She has gone to head up reference at the Peabody Institute Library in Peabody. Weeding Wednesdays continue.
 - +Circulation- Christine Manning. Busiest August for circulation since FY 2011.
- Facility:
 - +A wall wash light fixture exploded on 8/11, thankfully nobody was hurt.
 - +The teak bench was delivered
 - Budget:
 - +No update
- Circulation: Increased 16%.
- Library Attendance: Increased 16%

Former Business:

- Strategic plan update: Laura would like us to review this in advance of the October meeting.
- Generator update: Nothing new to report.
- Tri-Town community read update: Laura presented to Board of Selectmen as mentioned above.
- Library hours- tabled
- Eskimo art- tabled. There is mixed opinion on where and how to display it. The Eskimo committee will now be headed up by Abby and Gail, helped out by Judith who has offered to do some school outreach.

Meeting adjourned: at 8:24 p.m.

The next scheduled Board meeting is on Tuesday October 11, 2016; 7:30 p.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 9.13.16 BOLT meeting
- Minutes from 7.13.16 meeting
- Trustees Director's Report
- Library Strategic Plan