

**Topsfield Town Library Board of Trustees Meeting
Tuesday, October 10, 2017 7:00 p.m.
Library Periodicals Room**

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

AGENDA

Absent:

Meeting called to order at 7:01 p.m. by Audrey Iarocci.

Approval of Meeting Minutes: Abby Jackson made the motion to approve the Board of Library Trustee minutes of September 12, 2017; Janet Kmetz seconded; the motion was unanimous.

New Business:

- Review Small Meeting Room policy- 17 meetings and 126 tutoring sessions from June to September. Policy is working for now, we can revisit in January 2018.
- Update Artist Exhibit Guidelines- Laura would like this to be more of a firm policy with her recommended changes. Among her suggestions, Laura would like help reviewing art from two or more folks. Patty Walsh made a motion to accept the Art Exhibit Policy as currently edited, Janet Metz seconded, the motion was unanimous.

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

Programs—

3 children's programs, 23 attendees

5 adult programs, 18 attendees

Staff—

Lindsay, Wendy, Christine attended various events.

Department Reports—

- Cataloging- Sibyl Hazlett cataloged 569 items in September, 366 adult, 203 juvenile.
- Children's Room- Lindsey Recka. Relabeling of paperback collections in both Teen Room and Children's Room are done. Playgroup with CFCE has restarted as of 9/20/17. Bingo on early release day had 8 happy kids.
- Reference- Wendy Thatcher. The home delivery service was used by one patron three times. Two people attended the Open Sewing events. Aimee Westphal and Anna Brandenburg have been busy with projects.
- Circulation- Christine Manning. Circulation was a little lighter than usual, with. A DVD display was created to promote the library's collection of documentaries. New weekly email newsletter was sent out the first week of September.

Facility—

- Laura received two calls about the library while she was away. One was on 9/5 regarding the alarm and it could not be set. The second time was on 9/9 because they could not arm the building because the fob was missing.

- The elevator passed inspection on 9/7.

Budget—

- Nothing to report.

Circulation—

- Circulation decreased 16.8% from last September, unclear as to why. Nine out of 36 libraries increased circulation from last September.

Former Business:

- Art Committee: no update.
- Music Committee update: First concert will be on November 5 at the Gould Barn. January 29 concert is still up in the air. April 8 will be at the church.
- Head of reference job description: Laura met with Kellie Hebert and the Personnel Advisory group on 10/3, information was received favorably. It sounds like it will be treated as a promotion. Selectmen will have to review it as it is moving up a grade.
- Library Hours Update: Laura can't absorb the cost of adding proposed additional hours right now. Discussion has been tabled for now.
- Logo Committee: We have a few potential designers in mind, but have not met yet.

Meeting adjourned: at 7:59 p.m. Abby Jackson made a motion to close the meeting, Janet Kmetz seconded, the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday November 14, 2017.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 10.10.17 BOLT meeting
- Minutes from 9.12.17 meeting
- Trustees Director's Report
- Topsfield Room and Quiet Study Policy
- Library Art Exhibit Policy Draft
- Monthly financial reports
- Chart showing cost of increasing library hours