

Topsfield Town Library Board of Trustees Meeting
Tuesday, November 14, 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

Guests: Ken Scott, Richard Walsh, David Strachan, Richard Gandt, Darcy Fulton

AGENDA

Absent:

Meeting called to order at 7:00 p.m. by Audrey Iarocci.

Joint Meeting with Trust Commissioners

- Discussion of Gould A, B, and small trusts. Commissioners David Strachan and Richard Walsh attended. David Strachan: Gould Trust B in a new realm now. We've been paying interest on the bond, but the Library is now paid for. Gould fund B was tapped during expansion. Now we have an annual income of \$100K or so into Gould B being generated. Dual purpose of the Gould Fund: Fund A buys books for the library, Fund B purpose was to purchase art but that has evolved over the years. We now have income to spend on other things. For 18 years, it has been a zero-fund game in that portfolio. Now it's starting to build up. It's invested in cash and short-term bonds. Trustees can make recommendations on how to spend, but it is a way to save for a bigger project. You could creative quite a savings over the next ten years and we could create more long-term investments. Results for the long term would be positive for the library.
Janet Kmetz: Regarding short-term: now we are having twenty-year old problems. Do we go to the town?
David: It should be a collaboration. The town should have some skin in the game. It is up to the trustees to approve things. We will always ask what the town said when you need help.
Laura: To run this building effectively, I don't have the budget to do the extra things.
Janet: Is it better to make a proposal for a specific project?
David: Yes. Think about dual-purpose: some current use, some rainy day. If we can get a working agreement going, we can get a better return for you.
Audrey: Should we be getting together with you occasionally?
Closing remarks focused on the idea that it's in our best interest to think this over and communicate back to them.
- Adjourn joint meeting
- Open library trustee meeting

Approval of Meeting Minutes: Abby Jackson made the motion to approve the Board of Library Trustee minutes of October 10, 2017; Janet Kmetz seconded; the motion was unanimous.

New Business:

- Holiday on the Green- Darcy Fulton. Darcy stopped by to provide a very detailed description of the event. This is the second year she is the chair, event will be from 3-7 p.m. New this year: Illuminate Topsfield. We need more lights in the town, and they will be in the trees. Campaign to pay for these lights is now on. Lights will be put up soon and will stay up. There will also be an artisan's village in the old Gift Horse space. The Art Room will be open as well, and there will be singing throughout. The library will be doing 24 snowmen (doubled from last year), \$35. Installed 11/28 or 11/29. Ceremony will need to be on the steps of the library as there is no town hall this year. There will be spotlights for the snowmen (hopefully on timers). Evening ends with a bonfire.
- FY2019 Action Items. They were discussed and reviewed. This goes to the Massachusetts Board of Library Commissioners. They want to know what we are doing but they don't have to approve it. Makes us eligible for grants. Gail Bryson made a motion to approve the action items for FY2019, Patty Walsh seconded, the motion was unanimous.
- Latest changes to open meeting law: Laura will provide link to the document online.

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

Programs—

10 children's programs, 43 attendees

8 adult programs, 44 attendees

Staff—

Becca Boudreau attended the Program Planners meeting in Danvers on 10/10. Laura attended the NE Library Association conference in Burlington, VT on 10/22-10/23. Aimie Westphal gave her notice on 10/13.

Department Reports—

- Cataloging- Sibyl Hazlett cataloged 460 items in September, 310 adult, 150 juvenile.
- Children's Room- Lindsey Recka. Start of Fall Storytime, continued work with CFCE for playgroups. Lots of tweens using our tween space in the Children's Room after school!
- Reference- Wendy Thatcher. The home delivery service was used by one patron twice. Seven people attended the Instructional Sewing classes held on three Monday evenings in October. Aimie Westphal (Reference) complete updating the Topsfield Library Art Collection Binder. Anna Bradenburg (Reference) began the groundwork for cataloging and circulating several rubber stamp kits.
- Circulation- Christine Manning. They created three new displays.

Facility—

- Work began in the meeting room the week of 10/24. The ceiling tiles were replaced, and walls were painted. New carpet delayed until 12/18.

Budget—

- Nothing to report.

Circulation—

- Circulation decreased 16.7% from last October. The library was closed two days due to a power outage.

Former Business:

- Art Committee update- things are moving along.
- Music Committee update- the concert was amazing, featuring a sixteen-year-old performer who was amazing. 41 attended. Carol White sketched him and gave him the artwork. 1/28 Mik Mersha (band, Los Sugar Kings), 4/8 at Congregational Church.
- Head of reference job description update- October 30 meeting was cancelled, we should have approval by 1/1/18.
- Library Hours – tabled.

Meeting adjourned: at 8:35 p.m. Janet Kmetz made a motion to close the meeting, Gail Bryson seconded, the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday December 12, 2017 at 10:00 a.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 11.14.17 BOLT meeting
- Minutes from 10.10.17 meeting
- Town of Topsfield Commissioners of Trust Funds Report
- Conflict of interest training sheet
- Topsfield Town Library Action Plan 2019
- Trustees Director's Report
- Monthly financial reports
- Changes to open meeting law document