

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, June 14, 2016 7:30 p.m.**  
**Library Periodicals Room**

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

**AGENDA**

**Absent:**

**Guests:**

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

**Approval of Meeting Minutes:** Gail Bryson made the motion to approve the Board of Library Trustee minutes of May 10, 2016; as written/amended; Audrey Iarocci seconded; the motion was unanimous.

**New Business:**

- Director evaluation: Due June 24, 2016. Laura Zalewski will send a list of her accomplishments along with a blank document as well as a self-evaluation. Completed evaluations should be placed in trustee slot in the library. Gail Bryson and Brooke Spater are new to the board, and therefore not participating in the evaluation process. Majority is needed, so the remaining 4 members will evaluate.
- Complaint letter and material selection process: Laura sent a nice letter to the patron who feels there is an inappropriate book on the shelves. Laura encourages people to speak up when they are upset. Our selection process is based on booklists, journals, etc. that all evaluate books. All reviews appear in our catalog. Judith Lais notes it is important to not be compelled to take a book out of circulation because someone doesn't like it. Laura Zalewski noted that it's a team effort to select books. Judith Lais notes our all-female staff and feels it would be nice to have a more gender neutral lens when making selections. Laura Zalewski said we can learn a lot from statistics as we know what Dewey numbers are being checked out on certain topics (biographies are very popular). We also have a hold report. Once there are five requests to hold a book, we'll order extra copies.
- Memorial bench for Carol Moore: Laura Zalewski included a letter from Laura Smith and obituary for Moore. Laura Smith has already done some fundraising for this. Abby Jackson noted that we already have three benches and an additional bench would be nice; Patti Walsh agreed. Judith Lais feels ideally bench will match existing three. Patti Walsh made a motion to accept Laura Smith's offer as we collectively agree it would be very nice to have a (matching) bench under the tree. Seconded by Audrey Iarocci.

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

- Programs: 10 programs, 185 attendees. This included children's and adult programs. For the May 12 workshop with Green Topsfield, the presenter was very good.
- Staff: Some staff changes with the resignation of Chelsea Bell and the arrival of Becca Boudreau. Lindsey attended a Coordinated Family Community Engagement meeting to sign their grant request that goes before the state. They asked for her specifically, because their programs in Topsfield are well attended. Laura met with Topsfield resident Jackie Donaher to discuss bringing a Mah Jongg program to the library.
- Department Reports:
  - +Cataloging-Sibyl had another busy month.
  - +Children's Room-Of note, the children's room received a scholarship funded by the Museum of Science to bring a STEM program to the library! Preparation continues for the summer reading program.
  - +Reference- Masco intern Jill Ryan updated the cemetery plot card binders, refreshed them, and updated the index. Sara Kelso has joined as a permanent part-time reference librarian.
  - +Circulation- Christine Manning. She is busy with programming.
- Facility:
  - +Annual fire sprinkler inspection completed, everything was fine
  - +Alarm tripped, everything was fine.
  - +No other facilities issues- yay!
- Budget:
  - +Currently preparing for the end of the fiscal year.
- Circulation: see charts on materials and attendance.
- Library Attendance: Attendance is down by 7.5%

### **Former Business:**

- Strategic Plan update: We are getting close to doing our action plan. Action items should be coming in July or August.
- Music Committee update: Abby Jackson shared that two out of three concerts are picked out. A group from TN will play on 3/26/17. At the end of January 2017, there will be a classic guitarist. There will be an open mic night in December for amateurs.
- Lost trust income update: Sean Cunniff was contacted. Others in town were likely contacted because the Attorney General is investigating. Glen Kaplan Chief of Financial Services for the Attorney General's office contacted Abby Jackson on 5/17/16 and stated he considered it a closed matter.
- Generator update: No update. It is currently working!
- Library hours: tabled
- Eskimo art: Tabled until Abby Jackson can visit with the woman in Hamilton to talk about some of the pieces.

**Meeting adjourned:** at 8:16 p.m.

The next scheduled Board meeting on Tuesday, July 12, 2016; 7:30 p.m.

Respectfully submitted,

Brooke Spater

**List of Documents:**

- Agenda for 6.14.16 BOLT meeting
- Minutes from 5.10.16 meeting
- Trustees Director's Report
- Patron complaint email dated 5.23.16
- Letter from Laura Smith re: Carole Moore dated 6.5.16
- Copy of Carole Moore obituary