

Topsfield Town Library Board of Trustees Meeting
Tuesday, January 9, 2018 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:

AGENDA

Absent:

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

Approval of Meeting Minutes: - December 12, 2017 meeting minutes approved as amended Abby Jackson, Janet Kmetz seconded. The motion was unanimous

New Business:

- Review small meeting room usage- Wendy provided a spreadsheet. Laura feels the policy is working well. Some board member feel the room should not be used for business purposes. We will review this meeting room policy in 6 months.
- Capital planning- Laura would recommend getting quotes for the slate roof for FY20. She would also like to get some painting quotes for FY20.
- The logo committee members (Gail and Brooke) shared several designs that they are considering for the new logo.

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

Programs—

children's 7 programs, 63 attendees

6 adult/family programs, 1,669 attendees

Staff—

Laura attended a Dementia Friendly information session at Trinity Church on 12/18.

Department Reports—

- Cataloging- Sibyl Hazlett acquired 314 items in December, 182 adult, 132 juvenile.
- Children's Room- Lindsey Recka- Evaluation and updating of children's nonfiction. 20 4th through 6th graders came to craft with us at an Early Release crafting program. Removed spinning DVD rack.
- Reference- Wendy Thatcher- Attended MLVC MobileCirc training. Patrons did not attend the open sewing sessions that were offered on Monday evenings, other activities were more popular. Anna Brandenburg and Wendy Thatcher participated in a webinar sponsored by the Massachusetts Board of Library Commissioners and the Social Law Library.

- Circulation- Christine Manning- Updated the holiday and music collection. They created an interactive display where patrons could share what they were grateful for in 2017.

Facility—

- The library signed up to be a Toys For Tots drop off stop site. It was a big success.
- Holiday Stroll was a big success
- New carpet was installed in the meeting room on 12/18
- We are experiencing problems with the alarm panel. Dave from Red Alert has been called.
- On 12/27 the lock on the back door broke. Chet's Lock repaired it.
- On 12/29 there was no heat in the library. Dave from Ambient is helping out.
- On 12/29 the annual generator maintenance was done.

Budget—

The library's FY2019 budget was approved at the 12/12 trustee meeting, the library has asked for an increase of 1.69% in the "Other" category.

Circulation—

- Circulation decreased 19% from last December. Only 5 out of 36 libraries increased circulation.

Former Business:

- FY2019 budget update
- Art Committee update - Booked until mid-2019 with art exhibits
- Music Committee update - 1/28 Sugar Kings at The Gould Barn 4 PM
- Library hours - tabled

Meeting adjourned: at 8:05 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 February 13, 2018 at 7:00 p.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 1.9.18 BOLT meeting
- Minutes from 12.12.17 meeting
- Trustees Director's Report
- Monthly financial reports
- Library Multi-year Capital Expenditures Sheet
- Reserved Room Use Type Sheet
- FY2018 Gould Fund A Profile
- Massachusetts Libraries Informational Funding Worksheet