

**TOPSFIELD TOWN LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING**

February 11, 2014 Meeting Minutes

**Present**

Board of Library Trustees: Philip Madell, Chair, Sean Cunniff Secretary, Audrey Iarocci, Kathleen Hoffman, Doe DeLuca

Library Director: Laura Zalewski

Town Administrator: Kellie Hebert – Departed @ 8PM

Dick Gandt: Selectmen - Arrived @ 8PM

Chairperson Philip Madell called the meeting to order at 7:33p.m.

**Approval of Meeting Minutes**

- Audrey Iarocci made a motion to approve the minutes of the Jan. 14, 2013, meeting; Doe DeLuca seconded; the motion was approved 5-0.

**New Business**

- Town Administrator: Kellie Hebert discussed her adjustment to the town as well as the priorities for the town including the need for a solution for facilities. The Town Hall and the Library are using a general contractor for snow removal and are in discussions to use the same contractor for some facilities work.
- Storm Drain Maintenance plan – a plan has been created which will be presented to the ConsCom to clear the conditions. See attached Director's report for more details.
- Make Up Air Unit – 2 contractors (Hall and RDK) will split the cost that was needed to fix the unit.

**Director's Monthly Report**

- The Director reviewed her report and discussion ensued. See attached Director's report dated 2/11/2014 for details

**Former Business**

- Generator Update – Dick Gandt gave an update on the generator discussing cost and location of the generator, including concerns of the Historic Commission as well as the proximity of the large Oak Tree on the lawn. The idea was raised of forming a subcommittee to discuss the issue. The committee will consist of volunteer Jonathan Young, Kathleen Hoffman, Sean Cunniff and Phil Madell.
- Sunday Hours – Very positively received to date. There was an issue with compensation with the Library Staff. A report will be issued when the pilot program is complete.
- Energy Controls – See Director's report.
- Budget – No issues at FinCom meeting as Library was in budget guideline.

Doe DeLuca made a motion to adjourn, Audrey Iarocci seconded. The vote was unanimous and the meeting was adjourned at 8:51.

Sean Cunniff, Secretary