

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, December 14, 2021**  
**5:00 PM Meeting Room**

**Present:** Trustees – Kathy Hartmann, Gail Bryson, Carolyn Jensen, Maureen McCarthy -  
Director Laura Zalewski

K. Hartmann called the meeting to order at 5:04 PM.

C. Playter joined meeting at 5:45 PM.

K. Scott joined meeting at 6:30 PM.

- **Approval of Meeting Minutes** - Motion to accept November 9, 2021 meeting minutes by M. McCarthy, seconded by C. Jensen. Approved by unanimous vote.  
Motion to accept November 23, 2021 meeting minutes by M. McCarthy, seconded by C. Jensen. Approved by unanimous vote.
- **Approve FY2023 Action Plan – see attached** – L. Zalewski -This is related to the Strategic Plan which is what allows the Library to be eligible for Federal Grants thru the LSTA. A new one needs developing by October 1, 2022 and is a 5 year plan. The last Strategic Plan was developed with a Consultant facilitating a focus group, a community survey and the library staff. Consultant cost could be funded through State Aid. As an aside, LSTA Grants if received, are for specific projects, which are in addition to the normal library work processes. Motion to approve FY2023 Action Plan by C. Playter, seconded by M. McCarthy with unanimous approval.
- **Discuss and approve the FY 2023 Budget – see attached** – L Zalewski – This has been reviewed with K. Harutunian. C. Playter expressed concern about salary inequities. K. Harutunan is currently revising personnel policies and there may be some adjustment when completed. Three budget options were reviewed and presented for vote (see attached). Motion to accept Option C was made by K. Scott, seconded by C. Jensen with unanimous approval. Karen Dow is our liaison to the Finance Committee this year.
- **Director’s Report** – see attached. L. Zalewski announced that Town Hall is closing on December 23<sup>rd</sup> at noon and requesting the library close at 4PM. This would also pertain to the next week and requesting that the library close December 30<sup>th</sup> at 4PM. Motion made to close library on December 23<sup>rd</sup> and December 30<sup>th</sup> at 4PM by C. Jensen with second by K. Scott. Passed by unanimous vote. L. Zalewski plans to announce her retirement in the last newsletter of December.
- **Former Business**
  - **Director’s Search** – There were 2 finalists interviewed and Dan Trembley who is presently Ass’t Director at Flint Memorial Library in North Reading has accepted the position. He will be starting work on January 26<sup>th</sup>. L. Zalewski’s last day is January 29<sup>th</sup>.
  - **Facility project updates**
    - ADA compliant door – Awaiting grant awards.

- Carpeting – Children’s Room scheduled for 1/3/2022 and is anticipated to take 2 days.
  - Painting quotes for old lobby, 2<sup>nd</sup> floor and staircase. Need another quote.
  - Fire Panel – parts are in. Payment will not be made until installation is completed.
  - Security Cameras – Installed in 14 locations and training on software will occur next week.
  - Digital display – Anticipate January installation.
  - Self-checkout – to purchase in December and either State Aid or facilities fund may be used to pay for same.
  - Basement water leak quotes – Five different vendors have been asked for quotes with no reply. L. Zalewski has emailed P. Anastasi about same.
  - Replacing bubblers with water stations have been added to FY 2023 budget.
- **Friends of the Library** – C. Playter announced that the Gingerbread House event was successful and may be larger next year.
  - **Art Committee/Outdoor Sculpture** – One more sculpture will be installed on December 16<sup>th</sup>. There was an article in the Town Common Newspaper. Interior library art will be reviewed for replacement of current DeCordova installations.
  - **Music Committee Update** – There will be a Zoom Meeting on January 6, 2022 at 4PM. Open Mike is scheduled on February 4<sup>th</sup> in cooperation with The Creative Coop and the Council on Aging.

Motion made to adjourn meeting at 7:10 PM by K. Scott, seconded by C. Playter - approved unanimously. Next meeting will be on January 11 at 5 PM at Topsfield Town Library.

Gail Bryson, Secretary

Attachments:

Agenda December 14, 2021 BOLT meeting  
 Meeting minutes November 9, 2021, November 13, 2021  
 Director’s Report November 2021  
 Topsfield Town Library Action Plan FY2023  
 MAR Appropriation Requirement  
 FY23 Budget Option A  
 FY23 Budget Option B  
 FY23 Budget Option C  
 Gould Fund A Profile December 2021  
 Library Financial Report December 2021