

Topsfield Town Library Board of Trustees Meeting

Tuesday, July 13, 2021

Virtual Meeting via Zoom

Call in number: 929 436 2866

Meeting ID: 847 7796 1760

Password: 152473

Present by roll call vote: Trustees – Kathy Hartmann, Gail Bryson, Cary Playter, Ken Scott, Maureen McCarthy, Carolyn Jensen - Director Laura Zalewski

K. Hartmann called the meeting to order at 5:10 PM.

- **Approval of Meeting Minutes**

- **June 8, 2021** – Motion to approve by M.McCarthy , seconded by K.Scott. Approved by unanimous roll call vote.

- **New Business**

- **Art Committee responsibilities updated** – Current and revised Art Committee Guidelines were distributed briefly discussed. These will be more thoroughly reviewed by Trustees and revisited at September meeting.
- **Trust Commissioners Meeting** – There is no Chair of that committee to date but there is a scheduled meeting in August with the bank. They will be invited to the October Library Trustee meeting and L. Zalewski will try to have the quotes needed for future projects to submit for approval.
- **Directors performance evaluation with Town Administrator** – K. Hartmann met with L. Zalewski and K. Hartunian to review L Zalewski’s evaluation per his request as part of his effort to have the town departments working as a team. He affirmed her positive job performance.
- **New Hours for Library** – New hours will start in September and will tentatively be 10 AM TO 7PM on Monday thru Thursday and 10AM to 2PM on Friday and Saturday.

- **Director’s Report** – see attached. Fiscal year 2021 finished within budget. Library attendance is increasing. Face masks are still being worn by staff because of the unvaccinated people visiting the library. Numbers of patrons in the building are being controlled by capacity counts.

- **Former Business**

- **In-Person Trustee Meetings** – There is no scheduled meeting for August. We will tentatively plan to meet in-person at Library in September.
- **Rotating Outdoor Art Installations** – These will hopefully start in 2022 and will be coordinated thru K. Hartunian and Downtown Improvement Committee.
- **Assistant Director** – Will be starting on July 26th which coincides with staff vacations and will be training thru the month of August.
- **Facility project updates**
 - Carpeting – updated quote for Children’s Room should be received by late September.
 - Painting quote “old library and stairway” – due late September.
 - Lighting project – Completed, no longer needs to be updated.
 - Fire Panel – working on estimate now.
 - Security Cameras – Late September/October. There is still a question whether to opt for a cloud based system which is cheaper but involves as

monthly payment vs a server based system which is more expensive but there would be no monthly payments.

- Digital display – Researching TV’s and will plan for August installation. No network connection is needed.
- Self-checkout – plan for purchase by November.
- Basement water leak quotes – P. Anastasi anticipates obtaining updated quote by October.
- **Audrey Iarocci Memorial** – K. Scott has received project and will send pictures of same to Trustees. Artisan has been asked about protective coating and because project is made out of Ash, he is not sure how it would affect wood, so will not be attempted. A \$50 gift certificate was given to the student calligrapher. A dedication will be planned once library is fully open, hopefully in the fall.
- **Friends of the Library** – K. Scott and C. Playter attended last meeting. A book sale is scheduled for August 21st.
- **Art Committee Update** – No report.
- **Music Committee Update** – Andrew Marshall who appeared on “The Voice” and is from Boxford has given dates for a performance both in August and October. M.McCarthy and C. Jensen will meet with L Zalewski to discuss feasibility of same.

Motion made to adjourn meeting at 6:09 PM by K. Scott, seconded by M.McCarthy - approved by unanimous roll call vote. Next meeting will be on September 14, 2021.

Attachments:

Agenda July 13, 2021 BOLT meeting

Meeting minutes June 8, 2021

Director’s Report June 2021

Gould Fund A Profile July

Library Financial Report July

Topsfield Town Library Art Committee Regulations