

Topsfield Town Library Board of Trustees Meeting
Tuesday, January 11, 2022
Zoom meeting 5PM
Meeting ID: 873 4098 7564
Passcode: 619319

Present: Trustees – Kathy Hartmann, Gail Bryson, Cary Playter, Maureen McCarthy, K. Scott
Director Laura Zalewski

Dan Tremblay (newly hired Director)

Carolyn Jensen joined meeting at 5:30 PM.

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

- **Approval of Meeting Minutes** - Motion to accept November 29, 2021 meeting minutes by C. Playter, seconded by M.McCarthy. Approved by individual roll call vote, G.Bryson and K. Scott abstained due to non-attendance/meeting. Motion to accept November 30th, 2021 meeting minutes by C.Playter, seconded by M.McCarthy. Approved by individual roll call vote, G.Bryson and K. Scott abstained due to non-attendance/meeting. Motion to accept December 1st meeting minutes by C. Playter, seconded by M.McCarthy. Approved by individual roll call vote, G.Bryson and K.Scott abstained due to non-attendance/meeting. Motion to accept December 14th meeting minutes by M. McCarthy, seconded by C. Playter, approved by individual roll call vote.
- **New Business**
 - **Revised job description for library associate (see attached)** – This was formerly job description of the Library Associate. Motion made to approve by M. McCarthy, seconded by C. Playter. Approved by unanimous, individual roll call vote.
 - **On boarding for new director** – D. Tremblay will begin duties on January 26th and L. Zalewski has made plans for him to spend time in Town Hall, including but not limited to meeting with the Town Clerk, Purchasing, Secretary to Town Administrator and Director COA. He will also be introduced to Library Staff and will meet with Fred Dougherty for training for the energy management system. L. Zalewski has a meeting on January 20th with the Select Board and Finance Committee.
 - **COVID Measures** – There was a recent meeting with the Town Hall employees, BOH representative and Council on Aging Administrator about COVID measures. K. Harutunian has documented specific measures to be taken by employees with positive test/illness. Very few libraries are returning to curbside pick up. Few children are visiting after school. There will be no changes in library procedures at this time.
- **Director's Report** – see attached. MUNIS is the financial system that the town is now using and each department will have to input their expenses. Training is ongoing today

and tomorrow. Invoicing will start this summer. There is concern that this might be difficult to do because of the volume of library purchasing and the limited hours for the director's Administrative Assistant.

- In regard to question about library meeting room use, there is little use at this time. Tax prep people will begin using but will ask clients to drop off taxes, rather than stay.
- **Former Business**
 - **FY 2023 budget** – L. Zalewski and K. Hartmann to attend work session on January 20th. With the proposed budget, the library is .95 cents above MAR.
 - **Facility project updates**
 - Automatic door opener – The library did not receive the grant.
 - Carpeting –Children's room completed. Second floor carpeting to be done next year.
 - Fire Panel – Parts in, waiting for installation.
 - Arch Painters coming in January 13 for third estimate.
 - Security Cameras – Completed and in use.
 - Digital display – TV purchased and here. Waiting for P. Anastasi to install.
 - Self-checkout – ordered with no shipping date.
 - Basement water leak quotes – Contractor is coming on January 19th. This has been submitted on Capital Budget without dollar amount and will need to be added once quote is given. It is noted that library returned approximately \$60,000 back to the town last year.
 - Replacing bubblers with water stations – added to FY 2023 budget.
 - **Friends of the Library** – Zoom meeting is scheduled for tomorrow. K. Scott and C. Playter will try to attend.
 - **Art Committee/Outdoor Sculpture** – Four prints are being framed and will be hung after DeCordova contract ends in March. D. Tremblay will be responsible for notifying DeCordova that we are not renewing membership and art rental. Picture rail still needs installing and L. Zalewski will ask P. Anastasi to do same. Ways to disseminate information about outdoor art and artists discussed. Printed brochure, TV In library and on library web page all suggested. There will be 3 sessions of "Meet the Artist". James Myer is scheduled on Zoom for January 27th presentation from 7-8 PM.
 - **Music Committee Update** – There was a committee meeting on January 6, 2022. Open Mike on February 4th has been cancelled due to COVID. "Forever Fab" is scheduled for July 30th. Andrew Marshall has been contacted for possible dates and will contact M. McCarthy when he has his schedule. Mitzi Gatlin is still trying to get in touch with Colin Jamieson. Next meeting is a Zoom meeting on March 10th, 2022.

Motion made to adjourn meeting at 6 PM by M. McCarthy, seconded by K Scott - approved unanimously. Next meeting will be on February 8th 2022 at 5 PM at Topsfield Town Library. There has been a request by Cable TV to record meetings and K. Hartmann will talk to K. Harutunian about need for this.

Gail Bryson, Secretary

Attachments:

Agenda January 11, 2022 BOLT meeting

Meeting minutes November 29, 2021, November 30, 2021, December 1, 2021 and December 14, 2021

Director's Report December 2021

Job Description Marketing and Community Outreach Library Associate