

**Topsfield Town Library Board of Trustees Meeting  
Tuesday, October 12, 2021**

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

K. Hartmann called the meeting to order at 7 PM.

- **Approval of Meeting Minutes**
  - **July 13, 2021 and September 14, 2021** – As September meeting was “zoom bombed”, a motion was made to accept minutes of July meeting by K. Scott, seconded by C. Playter. Approved by unanimous vote. Motion to accept September meeting minutes by M. McCarthy, seconded by C. Playter. Approved by unanimous vote.
- **New Business**
  - **Director Search** – G. Bryson and K. Hartmann will co-chair Search Committee. K. Hartmann has contacted MBLC regarding search and both have met with K. Hartunian, Town Administrator. Job posting has been written and will be posted on MA, NH and Simmons Library job web sites starting October 18<sup>th</sup> with instructions that review of applicants will start on November 1<sup>st</sup>. Administrative Assistant Deb Marong will take responsibility for posting, accepting and forwarding applications. Another meeting will be requested in the next two weeks to discuss possible make up of screening committee members and any specific meeting requirements.
  - **Library Director Job Description** – This was recently reviewed/ revised by L. Zalewski and given to Trustees for review. Motion to accept by K. Scott, seconded by C. Playter with unanimous approval.
- **Director’s Report** – see attached. Saturday hours to be restarting.
- **Former Business**
  - **Trust Commissioners meeting** – Trust Commissioners were unable to attend this meeting but will be present at November meeting and have requested a 6:30 PM start. They will be sent an updated copy of Capital Plan and have indicated that they will likely vote favorably for additional carpeting.
  - **Facility project updates**
    - ADA compliant door – A grant for \$25,000 has been applied for accompanied by letters from four Topsfield Seniors, Senator Lovely and fire chief Jen Collins-Brown as suggested after last refusal. This is the 3<sup>rd</sup> application for this project and notice of the recipients will be announced in December.
    - Carpeting – Quote is for \$15,000 for the Children’s Room and will be given to Trust Commissioners for approval.
    - Painting quote “old library and stairway” – waiting on two quotes and should be available by November meeting. Second floor scheduled to be done in 2023.
    - Fire Panel – hoping for November start.
    - Security Cameras – Have decided to get cloud based system which will mean that library will own the cameras and pay a monthly fee for storage. This will include indoor and outdoor cameras.
    - Digital display – October installation

- Self-checkout – plan for purchase by November. Will inquire about using money that was received by town secondary to COVID.
  - Basement water leak quotes – Five different vendors have been asked for quotes with no reply. A specific vendor will be approached.
  - Replacing bubblers with water stations will be added to Capital request. K. Hartmann suggested that this might be paid for thru the ARPA funds.
  - Chiller - \$5000 was just spent in repairing same. A new chiller may be necessary. If the library choose a “green” option, it could be paid for out of state grant money and rebates.
  - Roof – P. Anastasi, facilities manager, just had it evaluated and felt that it was not in bad condition. There are a few problems in the Children’s Room.
- **Audrey Iarocci Memorial** – tabled until Spring.
  - **Friends of the Library** – C. Playter reported that September book sale was successful with proceeds over \$1000. Annual Gingerbread House construction will take place but unsure of where this will happen. K. Scott and C. Playter will attend next Friends meeting.
  - **Art Committee/Outdoor Sculpture Update** – C. Playter, M. McCarthy and C. Jenson will be meeting with L. Zalewski tomorrow to discuss possible outdoor art sculpture installations which would begin in the Spring. As K. Hartunian, Town Administrator initially suggested this, there is also a question of what role the town is willing/able to take. It is also noted that library landscaping needs improvement – is this something that the Gould Fund could be used for?
  - **Music Committee Update** – Grisha, Flamenco guitarist will perform at Town Hall on October 24<sup>th</sup> at 5PM – cost of \$600. “Forever Fab” has been booked for July 30<sup>th</sup> at 6PM cost of \$1200. Request about performing has been sent to Angie Miller with no response as yet. Andrew Marshall will be contacted after January 1<sup>st</sup> for a possible performance date.

Motion made to adjourn meeting at 8:14 PM by M. McCarthy, seconded by C. Playter- approved unanimously. Next meeting will be on November 9, 2021 at 6:30 PM at Topsfield Town Library.

Gail Bryson, Secretary

Attachments:

Agenda October 12, 2021 BOLT meeting

Meeting minutes July 13, 2021

Meeting minutes September 14, 2021

Director’s Report September 2021

Gould Fund A Profile September

Library Financial Report September

Library Multi-year Facilities Expenditures Report

Job Description Library Director