

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, September 14, 2021**  
**Virtual Meeting via Zoom**  
**Call in number: 929 436 2866**  
**Meeting ID: 827 8549 5964**  
**Password: 714917**

**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 5:01PM.

- **Approval of Meeting Minutes**
  - **July 13, 2021** – Motion to approve corrected minutes by K. Scott, seconded by C. Playter. Approved by unanimous roll call vote.
- **New Business**
  - **Director Announcement** – L. Zalewski will be retiring, last day being 1/28/2022 (see attached letter). G. Bryson will work with L. Zalewski to start advertising process for her position. K.Hartmann has attended recent Mass Library Board presentation about hiring and will contact K. Hartunian, Town Administrator, who would also like to be involved. K. Scott indicated he would like to be included in screening process
  - **Asst to Director Update** – Meghan Randall, who previously worked for Inspectional Services in Topsfield, has been hired. She will also work at the front desk.
- **Director’s Report** – see attached
- **Former Business**
  - **Trust Commissioners meeting** – Trust Commissioners will be invited to October meeting at 7:30 PM.
  - **In person trustee meetings** – A poll was taken of BOT members and Director and all are in favor of meeting in-person with use of mask and in large room. Next meeting will be in Meeting Room at 7PM.
  - **New Hours for Library** – New hours will begin on October 16<sup>th</sup> and will be 10AM-7PM on Monday thru Thursday and 10AM-2PM on Friday and Saturday.

**Meeting “zoombombed” at 5:30 – resumed at 5:35 in waiting room – K. Scott did not rejoin meeting**

- **Facility project updates**
  - Carpeting – Atkinson Carpets, who did last project, is on State Bid list so should not have to go out for bid. Quote should be ready for next meeting so it can be approved by Trustees.
  - Painting quote “old library and stairway” –still need two quotes and in discussion with P. Anastasi, facilities manager.

- Fire Panel – waiting to schedule.
  - Security Cameras – October installation
  - Digital display – October installation
  - Self-checkout – plan for purchase by November and will see if ARPA money can be used.
  - Basement water leak quotes – P. Anastasi anticipates obtaining updated quote by October.
- **Audrey Iarocci Memorial** – Will talk about dedication in Spring.
  - **Friends of the Library** – C. Playter reports small successful book sale August 21<sup>st</sup>. There is a larger book sale planned for September 30<sup>th</sup> which is the first week of the fair.
  - **Art Committee Update including outdoor sculpture update** – L.Zalewski, C. Playter, M.McCarthy and C.Jenson have reviewed Art Committee description. There is a question of need for increased security with installation of outdoor sculptures. Suggestion made to ask K. Hartunian for extra outdoor camera or purchasing insurance which is thought to be a minimal cost.
  - **Music Committee Update** – There is a flamenco guitarist scheduled at Town Hall on Sunday, October 24<sup>th</sup> in the late afternoon, who will perform for one hour and will answer question after. No refreshments will be served.

Motion made to adjourn meeting at 6:02 PM by G. Bryson, seconded by M.McCarthy - approved by unanimous roll call vote.- Next meeting will be on October 12, 2021 at 7PM at Topsfield Town Library.

Attachments:

Agenda September 14, 2021 BOLT meeting

Meeting minutes July 13, 2021

Director's Report July 2021, August 2021

Gould Fund A Profile July/August

Library Financial Report July/August

Revised Topsfield Town Library Art Committee Regulations

L. Zalewski Resignation Letter

Mass Library ARIS (annual report information survey) of FY 2021 data