

Topsfield Town Library Board of Trustees Meeting
Tuesday, July 14, 2020
Virtual Meeting via Zoom
Call in number: 929 436 2866
Meeting ID: 886 8740 6893
Password: 102936

Present: Trustees – Kathy Hartmann, Gail Bryson, Ken Scott, Maureen McCarthy, Cary Playter, Olivia Gatti, Director -Laura Zalewski

Guest: R. Gandt, Selectman

Gail Bryson called the meeting to order at 5:05 PM.

- **Election of new officers:**

Chair: Kathy Hartmann nominated for Chair by G. Bryson, seconded by K. Scott, nomination accepted and unanimously approved.

Kathy Hartman now in charge of meeting.

Vice Chairman: K. Scott nominated by G. Bryson, seconded by O.Gatti, nomination accepted and unanimously approved.

Secretary: G. Bryson nominated by K. Hartmann, seconded by K. Scott, nomination accepted and unanimously approved.

Appointed Liaisons:

Trust Fund Commissioners – C. Playter

Art Committee – C. Playter

Friends of the Library – C. Playter, K. Scott

Music Committee – G. Bryson, M. McCarthy

- **Approval of Meeting Minutes**

Minutes of June 9, 2020 – motion made to approve by K. Scott, seconded by C. Playter.

Motion with unanimous approval.

- **New Business**

- 1) Signatures for payroll/bills

K. Scott nominated by G. Bryson, seconded by K. Hartmann, unanimously approved.

G. Bryson nominated as alternate by K. Scott, seconded by O. Gatti, unanimously approved.

- 2) Date for next trustees' meeting

Trustee meeting is usually not held in August, but because of pandemic and ongoing changes in library opening, will hold Zoom meeting Tuesday, August 18th at 5PM. Discussion about feasibility of meeting in person, but because it is public with need for social distancing will continue as Zoom meeting.

- **Director's Report**

See attached.

- 1) Curbside service is doing well.
- 2) Meeting Room has become quarantine area. Consideration is being given to having appointments for browsing and computer use
- 3) Cleaning of library has been less than optimal. Town is asking for bid for new cleaning service which will include the library and will hopefully result in improvement.
- 4) There is a problem on the second floor with HVAC pipes leaking which has caused problems with ceiling discoloration on the first floor. Town facilities manager will review but initial estimate is \$2600. As insurance deductible is \$2500, payment will have to come from library accounts.

- **Former Business**

Library re-opening plans – Reopening will be a slow process. There is consideration to switching to digital magazine and newspapers both for cost and feasibility.

Friends of the Library – There will be no meeting this summer.

Small Trusts – Nothing to report.

FY2021 Budget Update – There is a town spending freeze and any spending needs to be approved by Town Administrator.

Capital Plan Update – Nothing to report.

Audrey Iarocci Memorial update – Nothing to report. K. Scott will continue to discuss with J. Kmetz as to plan.

Gould Trust Fund update – Trust Commissioners will be invited to September meeting.
Art Committee – Nothing to report.

Music Committee – The “Fab Four” are still scheduled to be on the Common on August 9th. Wendy Hansbury, Health Agent has been involved in discussions. There has to be social distancing of both band and audience which may be a problem. There is a prior concert planned for the week before and the Town Administrator will be making a final decision in the near future as to whether these events can be held as scheduled.

- **Other Business**

- 1) R. Gandt suggested that once motion is introduced and seconded a roll call vote should be taken for passage, a new requirement for open meetings conducted by Zoom.

- 2) R. Gandt also asked if there could be a statement made to general public as to Plan for Library Reopening. L. Zalewski will post on Topsfield Town Library Home Page.

Meeting adjourned 6:04 PM.

Next scheduled Board Meeting – Tuesday, August 18th @ 5PM.

Respectfully submitted,
Gail Bryson

List of Attachments

Agenda for 7/14/2020 BOLT meeting
Minutes from 6/9/2020 BOLT meeting
Director's Report, July 2020