

Topsfield Town Library Board of Trustees Meeting
Tuesday, September 15, 2020
Virtual Meeting via Zoom
Call in number: 929 436 2866
Meeting ID: 848 5934 9005
Password: 121641

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

Guest: R.Gandt, Selectperson.

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

- **Approval of Meeting Minutes**

- Minutes of August 18th – motion made to approve with corrections K. Scott, seconded by C. Playter. Motion approved by unanimous roll call vote.

- **New Business**

- Design for Audrey Iarocci Memorial – K. Scott has suggested that a book be made out of wood (see attached drawing for specific design and size) and has contacted J. Keyes from Georgetown who would be able to do it. It is moveable and would be a nice tribute to Audrey. With favorable reviews from all the Trustees and L. Zalewski, K. Scott will contact J. Keyes to inquire about price.
- Wendy Thatcher retirement announcement – W. Thatcher, Ass't Director/Head of Reference has announced her retirement due to family issues secondary to Covid with October 30th being her last day of work. This leaves open a full time position. L. Zalewski has an appt with K. Harutunian, Town Administrator tomorrow and will discuss with him.
- Operating Budget and Spending Freeze – Library's only unexpected expense has been elevator repair. As funds for Engineering Study for Basement were approved by Town Meeting, L Zalewski should be able to proceed to get bids. She will discuss with K. Harutunian. New phone service for both town and library is scheduled to go live in October which will be a big improvement. L. Zalewski is looking at options for newspaper subscriptions, secondary to expense and risk of reading by numerous patrons during current Covid situation.
- **Joint Meeting with Trust Commissioners** – R. Walsh, Trust Commissioner joined meeting at 7:20, D. Strahan, Trust Commissioner, Chair, joined meeting at 7:30.
 - Report of funds – D. Strahan introduced and reviewed list of funds. Gould A is used for books, Gould B was originally set up for procuring art, but language has since been expanded to include library improvements. The Trust Commissioners believe that use of funds should be for improvement of the library but not for regular upkeep. Eastern Bank

took over management of the funds last year and Commissioners feel that funds have done well under this plan (See attached for specific financial information).

- National Grid Lighting Proposal Discussion-National Grid has reviewed lighting and there is a comprehensive proposal by Horizon Solutions to improve lighting for maximum effect. There will also be a savings in the electric bill as LED lighting will be incorporated. This will cost approximately \$41,000. Trust Commissioners will review lighting request at their next meeting. L. Zalewski will forward more information to them if needed. Painting and carpeting were approved by the Trust Commissioners last year and will hopefully be finished by the end of this fiscal year.

End Joint Meeting with Trust Commissioners

- **Director's Report** – see attached
- **Former Business**
 - Library Reopening Plans – There will be a soft opening starting October 21 with 10 appointments for browsing, 7 appointments for upstairs and 3 appts for faxing between 10AM-12PM and 2PM-4PM. Each appointment will last for 45 minutes with 15 minutes for cleaning. There will be no appts between 12PM and 2PM. The children's room will not be available. Seating will be unavailable for patrons. The door will be locked between appts. Masks are required for entering the building. If there is a medical reason that mask cannot be worn and computer is being used, there is some thought to having computer use outside. Patrons can make an appointment by calling. If they are more than 5 minutes late, the appointment will not be honored. It is hopeful that this service can be expanded.
 - Friends of the Library-C. Playter reported that museum passes have been approved. Next meeting is a Zoom meeting October 15th at 9AM. C. Playter will attend.
 - Art Committee Update – no report
 - Music Committee Update-names of committee members and Email addresses will be sent to M. McCarthy and G. Bryson by L Zalewski so an update can be sent to the committee.
- **Other Business** - none

Motion made to adjourn meeting at 6:20 PM by M. McCarthy seconded by C. Playter- approved by unanimous roll call.

Next scheduled Board Meeting – Tuesday, October 13th at 5:00PM.

Respectfully submitted,

Gail Bryson

List of Attachments

Agenda for 9/15/2020 BOLT meeting

Minutes from 8/18/2020 BOLT meeting

Director's Report, August 2020

Proposed Audrey Iarocci Memorial Book design

Town of Topsfield Trust Commissioners Report/George Gould Trust, Library Related Funds,
Other Trust Funds, Allocation of Combined Investment Funds

Topsfield Town Library Monthly Financial Report Fiscal 2021/ending September