

Topsfield Town Library Board of Trustees Meeting
Monday, January 12, 2021
Virtual Meeting via Zoom
Call in number: 929 436 2866
Meeting ID: 826 1290 1919
Password: 929156

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

K. Hartmann called the meeting to order at 5:01PM.

- **Approval of Meeting Minutes** – Motion made to approve minutes of December 28, 2020 by C. Playter, seconded by M. McCarthy. Approved by unanimous roll call vote.
- **New Business**
 - **Facility project updates**
 - Carpeting – L. Zalewski has a meeting with carpet providers to schedule carpet installation for old lobby, mystery room and periodical room.
 - Make up air unit – Wiring has been completed. Controller needs installing on the roof and should be done soon pending weather.
 - Lighting project – National Grid has extended bid for project **until March 20, 2021** . Financing for same is still waiting approval by Trust Commissioners.
 - New phone system- Town hall system has been successfully installed but there has been a problem with the library which is thought to be a router issue. A new router has been ordered and system should be operating soon. Money from the **CARES** fund (pandemic fund awarded to town) is being used for same.
 - Security cameras – The latest information is that this request will be asked for as a transfer of funds at the Special Town Meeting. There are 2 vendors that L. Zalewski is looking into which could provide a system that could expand and would initially be cheaper to install than original quote.
 - Engineering study – There originally was \$7200 budgeted for this however price has doubled. Additional financing is planned to be asked for at Special Town Meeting but there is some question as to date Town Meeting will be held because of Covid concerns. L. Zalewski has concerns that initial monies budgeted will disappear once fiscal year ends which the library can't afford to lose. She will speak to K. Hartunian about this.

- Automatic door opener grant application – This has been rejected for the second time. J. Collins-Brown, fire department chief, has reached out to ADA coordinators for a meeting as to possible reasons why this has been rejected as other libraries have had these door openers approved. As library is in the historic district the door needs to comply with certain regulations. C. Playter suggested that if cost of replacing “historic specific doors” might be part of the issue and if so, would it be appropriate to approach Historic Society to see if there was some alternative in door designs. This will be further discussed after meeting with ADA occurs.
- **Director’s Report** – see attached. The Library won an Honorable Mention for the Front Door Decorating Contest. There was another problem with a bird getting into the Library. A tall ladder will be needed for roof access to locate/ameliorate where birds are able to access inside. L. Zalewski will try to coordinate with Jen Collins-Brown/fire department to get this accomplished.
- **Former Business**
 - **FY21/22 Budget and Capital/Warrant Articles** –The omnibus budget has been assembled and will be presented to the SelectBoard on January 28th. Our FinCom liason this year is J. Guido and as our budget is below level funding for the year it is expected that there will not be a problem.
 - **Audrey Iarocci Memorial** – K. Scott has recently spoken to G. Pacenka/Generation Woodworking who estimates that the project will be completed by the end of January. Total cost should be between \$450 and \$550 with a \$200 donation from the Friends of the Library. O. Gatti will inquire both at Masco and in the Art Community as to interest in painting and calligraphy to complete the project.
 - **Trust Commissioner Vote on Lighting Project** – Trust Commissioners should be meeting by the end of January. They will also be asked to approve funds for carpeting for 1st floor circulation area/Children’s room and painting of old lobby and circulation area which are planned for 2022.
 - **Friends of the Library** – There is a Zoom meeting tomorrow. Both K. Scott and C. Playtor plan on attending.
 - **Art Committee Update** – no update.
 - **Music Committee Update** – A thank you note has been sent to the BSO for their help with our offering of the Pops Christmas Concert. V. Guerra has suggested that the library newsletter might want to suggest musical offerings by other venues. It was felt that unless participation in same was offered by this library it could be construed as advertising and would be inappropriate. G. Bryson will send a note from both she and M. McCarthy to the Music Committee Members concerning this.

Motion made to adjourn meeting at 5:49PM by K. Scott , seconded by M. McCarthy - approved by unanimous roll call vote.

Next scheduled Zoom Board Meeting – Tuesday, February 9, 2021 @ 5 PM.

Respectfully submitted,

Gail Bryson

List of Attachments

Agenda for 1/12/21 BOLT meeting

Director's Report December 2020

Gould A Profile December 2020

Operating Expenses

Library Multi-Year Facilities Expenditures