

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, April 13, 2021**  
**Virtual Meeting via Zoom**  
**Call in number: 929 436 2866**  
**Meeting ID: 896 3379 3191**  
**Password: 900695**

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

Attendee: R. Gandt, selectperson

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

- **Approval of Meeting Minutes**
  - **February 9, 2021** – motion made to accept as amended by C.Playter, seconded by K. Scott with unanimous roll call approval.
  - **March 9, 2021** – motion made to accept as amended by M. McCarthy, seconded by K. Scott with unanimous roll call approval.
- **New Business**
  - **Director Review** – all evaluations have been received and K. Hartmann will compile and review with L. Zalewski.
  - **Self Checkout System** – Other libraries who use self-checkout systems have been contacted and Envisionware seems to be preferred. The entire component can be purchased for \$4527 or there is an option to purchase software for \$3250 and buy components separately, though cost would probably be the same and service might be better if purchased from same company. Monies to purchase could come from State Aid. There will also be need to get bids for new computer and time frame is early summer. L. Zalewski will discuss with IT consultant. Motion made to purchase entire package by K. Scott, seconded by M. McCarthy with unanimous roll call approval.
  - **Library Hours** – L. Zalewski has devised a new library opening schedule which would have library hours from 10-7 on Monday thru Thursday and 10-2 on Friday and Saturday. In order for this to occur, the Assistant Director/Head of Reference position would have to be filled which has been on hold. L.Zalewski has a meeting with K. Hartunian next week to discuss this. Any schedule change is not expected to occur until July. This will be put on May agenda for further discussion.
  - **Lending *Black and White* to the Cape Ann Museum for art show** – The artist made a request for this to occur June 18<sup>th</sup> – July 30<sup>th</sup>. Cape Ann Museum will make arrangements for transport and their insurance will cover the loan. A motion to approve this loan was made by M. McCarthy, seconded by K. Scott and unanimously approved by roll call vote.
- **Director's Report** – Highlights reviewed and copy of report will be submitted with these minutes.
- **Former Business**
  - **Facility project**
    - Carpeting – to be completed next week.

- Make up air unit – Controller installed and wiring will be completed in a few days.
- Lighting project – Lighting is almost completed. There are 5 light fixtures that need retrofitting and attempting to find kits to do so. Track lighting in balcony which is already LED needs replacement and the cost is \$2300. State aid will be used to complete this project which will hopefully be done by the end of April.
- New phone system- Occasional problem with “double calls” but less frequent.
- Engineering study – results were reviewed today. It will be \$20,000 to \$40,000 to fix the water problem but it can be completed in stages. There are vertical cracks in the walls which can be filled and cut marks in the floor which can be repaired as a beginning. Once final report is received, request for repair can be put on next year’s capital plan.
- **Mural Statement** – Articles which were sent out by L. Zalewski were reviewed along with a draft mural statement. Suggestions to this statement will be presented at the next Trustees Meeting.
- **FY21/22 Budget and Capital/Warrant Articles** - Library budget was approved by the Select Board and the FinCom has voted positive action on the town meeting article for cameras and fire panel.
- **Audrey Iarocci Memorial** – K. Scott presented a written dedication and inscription for this project which was reviewed and approved by the Board. He will follow up with O. Gatti and head of Art Dep’t at Masco for completion.
- **Friends of the Library** – K. Scott attended last meeting. Friends have received grant from Institution for Savings.
- **Art Committee Update** – DeCordova installation choices will be taking place soon. C. Playter will be Trustee representative on committee and L. Zalewski will contact former committee members C. White and N. Babson as to whether they wish to continue. Library website will be used to look for interest in participating if necessary.
- **Music Committee Update** – no report.

Motion made to adjourn meeting at 6:04 PM by C.Playter, seconded by M.McCarthy - approved by unanimous roll call vote.

Next scheduled Zoom Board Meeting – Tuesday, May 11, 2021 @ 5 PM.

Respectfully submitted,

Gail Bryson

#### **List of Attachments**

Agenda for April 13 BOLT meeting  
 Director’s Report March 2021  
 Gould Fund A Profile April  
 Library Financial Report April  
 Cape Ann Museum Loan Agreement  
 Mural Articles/Draft Mural Statement