

Topsfield Town Library Board of Trustees Meeting

Thursday, December 17, 2020

Virtual Meeting via Zoom

Call in number: 929 436 2866

Meeting ID: 831 5771 9424

Password: 310335

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

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

- **Approval of Meeting Minutes**

- Minutes of November 17, 2020 – Motion made to approve by K. Scott, seconded by C. Playter. Approved by unanimous roll call vote.

- **New Business**

- **Approve FY2022 Budget and Capital/Warrant Articles**–The Select Board is meeting tonight about by-law employee raises. It appears that there may be a COLA rather than step raises so 2021 Library Salary Budget may be lower than anticipated. There are library budget increases in water bill and maintenance assessments except for septic which will remain the same. Computer and network administration/IT costs have increased. There is a \$12,000 budget reduction from last year secondary to unanticipated expenses of engineering study and HVAC repair. The Assistant Director position will not be filled at such a high step so that salary will reflect a decrease in the salary budget. Overall budget has decreased by 1.64% to date.

L. Zalewski has met with K. Hartunian about the increase in cost of the basement engineering study. He has suggested that she contact the engineering group to see if the quote could be extended and if so, he would like it to be on the warrant for a Special Town Meeting in May.

Capitol items were reviewed as to need and a fire panel is a necessity which will cost \$14,000. It has been suggested that installation of security cameras might be started with two cameras which would be part of a buildable system. The town is installing a fiberoptic system which might be good to run cameras off of and L. Zalewski will investigate the feasibility of this.

A motion to approve the operating budget was made by O. Gatti and seconded by K. Scott with unanimous roll call vote approval.

A motion to approve the capitol request for \$14,000 for fire panel replacement was made by O. Gatti and seconded by K. Scott with unanimous roll call approval.

- **Waiver Application for FY2020**– With the current budget, A waiver does not have to be applied for in order to be certified for State Aid to Public Libraries as the library will be over the MAR (Municipal Appropriation Requirement) by \$1,118.
- **FY2020 Action Items** – Plan reviewed. L. Zalewski is still waiting for determination of grant for automatic door opener. Carpeting paperwork is still at Town Hall waiting for signature of Town Administrator. K. Hartmann will send K. Hartunian an Email concerning this. C. Playter expressed that she felt both automatic door opener and self check-out were important items because of spread of communicable disease, particularly since Covid precautions. L. Zalewski estimates that self check-out will cost about \$5000 and may be paid for with State Aid money. Motion to accept action items made by K. Scott, seconded by O. Gatti with unanimous roll call vote approval.
- **Director’s Report** – Reviewed. See attached.
- **Former Business**
 - **Audrey Iarocci Memorial** – K. Scott spoke to artisan 3 days ago and he hopes to have project completed in January. Friends of the Library have donated \$200 and Library Funds will pay for remainder.
 - **Trust Commissioner Vote on Lighting Project** – National Grid has been asked to extend their quote and the Trust Commissioners have agreed to do a roll call vote on this if necessary.
 - **Friends Of the Library** – C. Playter reported that they are currently working on Membership mailing and updating Museum Passes.
 - **Art Committee Update** – no report
 - **Music Committee Update** – There were 100 sign-ups in 24 hours for the Boston Pops Christmas Concert on December 23, 2020 and because of the rapid response it was suggested that 100 more slots be opened up. A note will be written to the Music Committee about this by M. McCarthy and if there is a positive response, L. Zalewski will send out information for further sign-ups in the Library Email. An Email on how to access the concert will be sent from the BSO on December 22, 2020.
- **Other Business** – There will be a need for a short meeting to approve the 2021 Budget before January 4th.

Motion made to adjourn meeting at 6 PM by O. Gatti, seconded by M. McCarthy - approved by unanimous roll call vote.

Next scheduled Zoom Board Meeting – December 28th, 2020 @ 5 PM.

Respectfully submitted,

Gail Bryson

List of Attachments

Agenda for 12/17/2020 BOLT meeting

Minutes from 11/10/2020 BOLT meeting

Director's Report November 2020

Monthly Financial Report

Topsfield Town Library Action Plan FY2022

Municipal Appropriation Requirement

FY21 Budget

Operating Expenses Budget Form