

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, March 9, 2021**  
**Virtual Meeting via Zoom**  
**Call in number: 929 436 2866**  
**Meeting ID: 872 0734 5091**  
**Password: 226673**

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

Guest: David Strahan, Chair Trust Commissioners

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

- **Approval of Meeting Minutes** – Motion made by M. McCarthy to defer approval of minutes of February 9, 2021 to next meeting. Seconded by C.Playter with unanimous roll call approval.
- **New Business**
  - **Trust Commissioners Update** – Funds are being managed by Eastern Bank and Gould Fund has outperformed. D. Strahan will not be running for reelection which will leave one open position. Library requests for 2022 will be made from the Trustees to the Trust Commissioners for their July meeting.
  - **Annual Report** – Reviewed.
  - **Library Reopening Status** – If Covid numbers remain low, L.Zalewski is hoping to reopen on a limited, appointment only basis in the next few weeks, once current indoor projects have been completed.

**Director’s Report** – see attached.

- **Former Business**
  - **Facility project**
    - Carpeting – Mystery room, periodical room and old lobby have been carpeted. Currently waiting to see samples of what is supposed to be improved carpeting for vestibules.
    - Make up air unit – Laura has contacted Fred Doherty to finish the installation of the controller unit. He hasn’t replied.
    - Lighting project – New lighting should be installed in the next week.
    - New phone system- There is a problem with “double phone calls” which is also a problem at town hall and is being worked on.
    - Security cameras – L. Zalewski is still waiting for response from Alarmex. A request from the library for \$14,000 for fire panel and \$15,000 for security cameras were included on the warrant that went to the Select Board for review.
  - **Mural Statement** – deferred to next meeting.
  - **FY21/22 Budget and Capital/Warrant Articles** - Security cameras and fire panel as above
  - **Audrey Iarocci Memorial** – K. Scott has the completed project. K. Hartmann will contact O. Gatti about Masco Art Department possibly doing calligraphy and there is

a sample of wood that can be used as a prototype. K. Scott also requesting that board consider possible inscriptions.

- **Friends of the Library** – no update.
- **Art Committee Update** – Art installation is being restarted by DeCordova. L. Zalewski will contact O. Gatti to see if she is available – if not, C. Playter will participate.
- **Music Committee Update** – no report.

Motion made to adjourn meeting at 6:02 PM by K. Scott, seconded by C. Playter - approved by unanimous roll call vote.

Next scheduled Zoom Board Meeting – Tuesday, April 13, 2021 @ 5 PM.

Respectfully submitted,

Gail Bryson

#### **List of Attachments**

Agenda for March 9 BOLT meeting  
Director's Report February 2021  
Library Monthly Financial Report March  
Gould Fund A Profile March