

Topsfield Town Library Board of Trustees Meeting

Tuesday, November 10, 2020

Virtual Meeting via Zoom

Call in number: 929 436 2866

Meeting ID: 856 0823 6363

Password: 928923

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 October 13, 2020 – Motion made to approve by K. Scott, seconded by M. McCarthy. Approved by unanimous roll call vote.

- **New Business**

- **FY2022 Budget** – Instructions for same will be forwarded from FinCom on November 24, 2020. They are scheduled for review by Department Heads from December 14-22 and are due back to FinCom by December 29, 2020. In order for Trustees to review the proposed budget, the next meeting will be changed to December 17th at 5 PM. L. Zalewski has discussed cameras with K. Hartunian who would like this request on the Town Warrant.
- **Waiver Application** – The Assistant Head Librarian’s position will be advertised as a Step One position which will mean a \$10,000 reduction in the library budget. This plus the reduction of one time costs of the Air Exchange system and Engineering Study in the library’s operating budget may result in the library needing to ask for a waiver from the Massachusetts Board of Library Commissioners.

- **Director’s Report**

- **Automatic Renewals** – Books will automatically be renewed twice if necessary if they are not on a demand list.
- **Make up air unit** – should be completed soon.
- **Engineering Study** – Substrate Testing Inc is new vendor P. Anastasi contacted to do a proposal for the engineering study for the basement. They have done a more intensive review of the basement flooding and quote for same is double what was in the building assessment done by EMG. This has been discussed with D. Rich who suggested there may be available funds for building repair and will be submitted to K. Hartunian for approval.

- **Carpeting** – Scheduled to be done in January/February. There is additional painting and carpeting in 2022 budget that will have to be approved by the Trust Commissioners.
- **Former Business**
 - **Audrey Iarocci Memorial** – K. Scott reported that work should be progressing and had sent a note to artisan to thank him for his work, but has not heard back from him as yet. He will follow up on same.
 - **Friends Of the Library** – Donation for above mentioned memorial was discussed and they will take under review. K. Scott will plan to attend tomorrow’s Zoom meeting and L. Zalewski will get information about same to him.
 - **Art Committee Update** – no report
 - **Music Committee Update** – M. McCarthy will research possibility of patrons being able to connect to Boston Symphony Orchestra.
- **Other Business**
 - **Ass’t Director Position** – K. Scott asked if this open position is a problem at this time and L. Zalewski feels that it is not an issue presently as all major projects are on hold.
 - **Open meeting law** - M. McCarthy questioned how meetings were posted and was told that they were on Town Meeting Website 48 hours in advance.

Motion made to adjourn meeting at 5:40 PM by M. McCarthy, seconded by K. Scott - approved by unanimous roll call.

Next scheduled Board Meeting – December 17, 2020 @ 5 PM.

Respectfully submitted,

Gail Bryson

List of Attachments

Agenda for 11/10/2020 BOLT meeting

Minutes from 10/13/2020 BOLT meeting

Director’s Report October 2020

Monthly Financial Report

Gould Fund A Profile

Municipal Appropriation Requirement