

**TOPSFIELD TOWN LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING**

March 11, 2014 Meeting Minutes

**Present**

Board of Library Trustees: Philip Madell, Chair, Sean Cunniff, Secretary, Audrey Iarocci, Kathleen Hoffman, and Michael Massaro  
Library Director: Laura Zalewski

Chairperson Philip Madell called the meeting to order at 7:30 p.m.

**Approval of Meeting Minutes**

- Audrey Iarocci made a motion to approve the minutes of the Feb 11, 2013, meeting; Sean Cunniff seconded; the motion was approved 5-0.

**New Business**

- Trust Fund Update
  - Chair Madell gave an update on his discussion with Dave Strachan, Chair of the Trust Fund Commissioners, Eldon Goodhue, Selectman, and Barbara Michalowski, Town Treasurer. He relayed that the Town Treasurer had agreed to move the funds out of the control of Bartholomew and Company, among other actions, in order to resolve this matter. Chair Strachan is to provide a list of potential firms to the Town Treasurer to act as custodian. Sean Cunniff asked the members present if they supported the Board of Trust Fund Commissioners in this matter and all members present stated that they did so.
- Generator Update –
  - The Board reviewed the generator bids and a lengthy discussion of generation of cost and location ensued.
  - Mike Massaro made a motion to exclude the diesel and gasoline powered generators from further consideration. Audrey Iarocci seconded. The motion was unanimous.
  - Audrey Iarocci made a motion to choose the low-bid of the natural gas generators and Mike Massaro seconded. After discussion Mike Massaro withdrew his second.
  - Sean Cunniff made a motion to table the matter to a future date. Mike Massaro, seconded. The vote was unanimous.

**Director's Monthly Report**

- The Director reviewed her report and discussion ensued.  
See attached Director's report dated 3/11/2014 for details

**Former Business**

- Sunday Hours –
  - The director gave an update on Sunday hours, which are being very well received.
- Energy Controls Update –
  - The director provided on update on energy controls

- FY2015 Budget Update –
  - No issues are expected on the budget as the budget presented is within the FinCom guideline.

Phil Madell, appointed Mike Massaro as a nominating committee to come up with a slate of candidates for the coming year.

Mike Massaro made a motion to adjourn, Audrey Iarocci seconded. The vote was unanimous and the meeting was adjourned at 8:30.

Sean Cunniff, Secretary