

Topsfield Town Library Board of Trustees Meeting
Tuesday, April 11, 2017 7:30 p.m.
Library Periodicals Room

Present: Trustees— Abigail Jackson, chair; Audrey Iarocci, Judith Lais, Brooke Spater, Patty Walsh
Library Director: Laura Zalewski

AGENDA

Absent: Gail Bryson

Guests:

Meeting called to order at 7:30 p.m. by Abby Jackson.

Approval of Meeting Minutes: Patty Walsh made the motion to approve the Board of Library Trustee minutes of March 14, 2017; Judith Lais seconded; the motion was unanimous.

New Business:

- Director's performance evaluation. Abby will condense the feedback we gave her. Laura will scan it and send to everyone.
- 4/26 will be Symphony training. Laura requests later opening. Judith Lais made a motion to open the library at 1 p.m. on 4/26; Audrey Iarocci seconded, the motion was unanimously approved.

Director's Monthly Report: See Laura's specific monthly report document for details.

- Programs: There were 8 children's programs in March with 134 attendees.
- Staff: Laura attended various meetings.
- Department Reports:
 - +Cataloging- Sibyl Hazlett. Sibyl catalogued 337 adult items and 113 juvenile items.
 - +Children's Room- Lindsey Recka. Another successful Donuts with Dad. Lindsey went to Steward School for Read Across America. Tween zone work continues.
 - +Reference- Wendy Thatcher. Craft project space hosted two Zentangle events. Additional signage has been placed in non-fiction. New charging station is in place.
 - +Circulation- Becca Boudreau joined the department full-time. Three new book displays.
- Facility:
 - +Several minor issues in March, all of which have been resolved.
- Budget:
 - +Thirty-hour position with benefits has been approved by the Financial Committee (requires approval at town meeting).
- Circulation: Decreased .82% over last March.
- Library Attendance: Attendance was down 7.8% from last March. Closed one day for snow this month.

Former Business:

- Music Committee update: Very good program on 3/26. Could have advertised better for the event. Meeting in May to prepare for next season.
- Art Committee update: DeCordova is coming on 5/26 to change out the artwork.
- Electronic sign at town hall- Laura still needs to research this some more.
- Head of Reference job description- Laura and Judith met to work on this but mostly left it "as is."
- FY2018 Budget- hoping it passes on 5/2
- Tri-town community read update- Life is Good event tomorrow, 4/12 at Masco.
- Library hours- update- tabled.
- Eskimo art- update- supposedly coming 4/12.

Meeting adjourned: at 8:14 p.m.

The next scheduled Board meeting is on Tuesday, May 11, 2017 at 7:30 p.m.

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 4.11.16 BOLT meeting
- Minutes from 3.17.17 meeting
- Trustees Director's Report
- Director's performance evaluation
- Library Monthly Financial Report