

Topsfield Town Library Board of Trustees Meeting
Tuesday, July 10, 2018 7:00 p.m.
Library Periodicals Room

Present: Trustees— Abigail Jackson, Janet Kmetz, Brooke Spater, Gail Bryson, Olivia Gatti, Gail Bryson
Library Director: Laura Zalewski

Absent: Kathy Hartmann

Guests:

AGENDA

Gail Bryson called the meeting to order at 7:00 p.m.

Approval of Meeting Minutes: - June 12, 2018 meeting minutes were approved as amended by Janet Kmetz, Abby Jackson seconded. The motion was unanimous.

New Business:

- Abby Jackson commented that the newsletter is amazing.
- New trustee orientation is this Fall in Waltham and Ayer.

Director's Monthly Report: See Laura's specific monthly report document for details.
Programs— 6 children's programs, 380 attendees. 8 adult/family programs, 16 attendees
Staff— Laura attended a Tri-Town Intergenerational Committee meeting at the Tri-Town Council on June 4.
Reference Assistant Anna Bradenburg attended the MVLC Technical Services meeting on June 14.

Department Reports—

- Cataloging- Sibyl Hezlett- The library acquired 435 items; 341 adult and 94 juvenile titles. FY2018 acquisitions were 5373.
- Children's Room- Lindsey Recka- Over 300 people attended the summer reading kickoff which was a blast! Lindsey hosted Proctor 4-6 grade students to discuss summer reading and visited Steward School to talk with K-3 students. Summer reading is underway!
- Reference- Wendy Thatcher- The craft room was reserved and used on Monday nights for open sewing. One person came. Wendy Thatcher conducted a third "Getting to Know Topsfield" tour for staff members.
- Circulation- Christine Manning- The adult summer reading program kicked off in June. We are doing Book Bingo again this year. The prize this year is an Amazon Echo Dot. Extra entries given for donating to the food pantry.

Facility—

- On June 4, Simplex Grennell did the annual sprinkler inspection. The water gong doesn't work and needs to be repaired.

- On June 6, Alarmex came to replace the radio box. Alarmex will start monitoring the library starting July 1.
- The deCordova artwork was replaced on June 15.

Budget— No update from previous month.

Circulation—

- Circulation decreased 12.7% over last June.

Library Attendance—

- Attendance decreased slightly (1%) over June 2017

Former Business:

- Emergency policy review- Laura is still awaiting feedback.
- Art Committee update – in 2019 we will put a call out for artists.
- Music Committee update – Abby, Gail, and Laura are going to do a re-evaluation of the music program. There will be a January open mic night. We are looking to revamp the program a bit.

Meeting adjourned: at 7:38 p.m. Gail Bryson made a motion to close the meeting; Janet Kmetz seconded, the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday September 11, 2018, 7:00 pm

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 7.10.18 BOLT meeting
- FY 2019 Gould Fund A Profile
- Minutes from 6.12.18 BOLT meeting
- Trustees Director's Report
- Topsfield Library Monthly Financial Report FY18
- Topsfield Library Monthly Financial Report FY19