

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

August 19, 2014, Meeting Minutes

Present

Board of Library Trustees: Michael Massaro, Chairman; Philip Madell, Vice Chairman;
Kathleen Hoffman, Abigail Jackson
Library Director: Laura Zalewski

Chairman Massaro called the meeting to order at 7:33 P.M.

Approval of Meeting Minutes

- Philip Madell made a motion to approve the minutes of the July 8, 2014 trustee meeting; Kathleen Hoffman seconded; the motion was approved 4-0.

New Business

- Library Board of Trustees meeting has been moved to November 4, 2014, as the usual meeting time falls on a holiday.
- Installation of the new boiler for the library will begin later this month.
- The Annual Report Information Survey (ARIS) and Financial Report were submitted to the Massachusetts Board of Library Commissioners as required by MGLC 78, in order to be eligible to receive State Aid to Public Libraries and to meet the minimum standards of library service.
- The construction of the Little Free Library is underway, as well as the scout's project to refinish the outdoor library benches.

Director's Monthly Report

- During the month, the library held 24 events, which attracted 477 attendees, a substantial increase over the previous year.
- The Administrative Assistant position has been filled.
- The elevator inspection was successfully completed.
- The fire department responded to two false alarms caused by a defective smoke detect

Former Business

- The end of fiscal year update has been postponed awaiting coordination from the town administration.
- The issue of placement of a backup generator is under review to determine what the engineering restrictions are as to proximity of the building.
- The next board meeting will be held on September 9, 2014.

Meeting adjourned at 8:15 P.M.

Respectfully submitted,

Philip Madell, Acting Secretary