

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, October 9, 2018 7:00 p.m.**  
**Library Periodicals Room**

**Present:** Trustees— Gail Bryson, Olivia Gatti, Kathy Hartmann, Abigail Jackson  
Library Director: Laura Zalewski

**Absent:** Janet Kmetz, Brooke Spater

Guests:

**AGENDA**

Gail Bryson called the meeting to order at 6:59 p.m.

**Approval of Meeting Minutes:** - Abigail Jackson made the motion to approve the September 11, 2018 meeting minutes as amended, seconded by Olivia Gatti. The motion was unanimous.

**New Business:**

- Update of the Circulation Policy – was reviewed and a final copy will be provided. Friends of the Library, who pay for passes to museums, etc., that patrons can use, have opened the use of passes to patrons from other towns in the consortium.

- State Aid Report review

The FY2019 State Aid to Public Libraries Financial Report and the FY2019 State Aid to Public Libraries Application and Compliance Form that were submitted to the state on October 5, 2018 were reviewed.

- 20th anniversary of the library's renovation

Plans are in the works for a celebration in February 2019 that will include a community read and workshops.

- Friends of the Library meeting

Gail Bryson attended the October Friends meeting. Gail and Abigail Jackson will represent the board at the Friends of the Library's meetings on a rotating basis.

**Director's Monthly Report: (September)** See Laura's specific monthly report document for details.

Programs— 2 children's programs, 27 attendees. 6 adult/family programs, 30 attendees  
Staff—

- On 9/10, Laura Zalewski attended a Music Committee meeting at the library.

- On 9/11, Assistant Director/Head of Reference Wendy Thatcher attended a Massachusetts Library System sponsored webinar titled "Autistics in the Library."

- On 9/14, Aimie Westphal (MVLC) came to Topsfield to train full-time staff on using Sharepoint.

- Reference Library Assistant Anna Brandenburg viewed the recorded webinar made by MVLC to provide training in the use of Freshdesk customer support software.

- On 9/19, Laura Zalewski attended a town department heads meeting in the new town hall.

- On 9/24, Laura Zalewski met with Gretchen Rehak to discuss the “Holiday on the Green.”
- On 9/26, Laura Zalewski attended the Directors of Small Libraries group at the Groveland Library.
- On 9/27, Laura Zalewski attended the Public Safety meeting led by Fire Chief Jen Collins Brown at town hall.

#### Department Reports—

- Cataloging- Sibyl Hezlett- The library added 501 items: 318 adult and 183 juvenile items.
- Children’s Room- Lindsey Recka- Back to school has given us time to work on collection development and shifting of materials. Tiny Tots playgroup was a blast and Lindsey can’t wait to have it again. CFCE Playgroup returns on the 1st, 2nd, and 4th Thursdays. Prep for fall story time is underway.
- Reference- Wendy Thatcher- The Quiet Study and Topsfield Room were used 48 times. There were 7 library events, 13 meetings, 1 quiet/study uses, 12 tutoring sessions, and 15 walk-ins. The Craft/Project Space was used on three Monday evenings for Learn to Sew sessions. The three students completed their projects- an envelope pillow cover and two zippered pencil cases. One student began a shoe bag and plans to complete it in October.
- Circulation- Christine Manning- Circulation put up four new displays in Sept. One that was very popular focused on award-winning books. The TTL Book Club started again, and *All Our Names*, by D. Mengestu, was discussed. Only three people attended. A new way of advertising the book club was tried; multiple copies of the book selection was placed on display for patrons to take freely. All 12 copies we had available were checked out, and patrons did express interest. We will continue advertising in this way in hopes that more people come to the November meeting.

#### Facility—

- On 9/11, there was a power outage late in the afternoon. On 9/12, the HVAC pumps were not working, but the library director was able to restart the pumps. The chiller did not stop running.
- The library was closed on Wednesday 9/19 for mold remediation.
- On Wednesday 9/26, there was a brown out which caused the pumps and chiller to stop working. The pumps and chiller were restarted thanks to instruction from the library's HVAC technician.

#### Budget—

- No update.

#### Circulation—

- Circulation decreased 13.5% from last year. Six libraries in MVLC increased circulation over last September (Boxford, Dunstable, Lawrence, Middleton, Salisbury, Westford.). The consortium decreased 6.5%.

#### Library Attendance—

- Library attendance decreased 8.5% over last September. The library was closed on Wednesday 9/19.

#### **Former Business:**

- Capital plan update – The library did mold remediation, and reglazed a large window in the director's office.
- Emergency policy review – This is tabled until the chief of police has finished reviewing.
- Art Committee update – Has one submission for next year and is seeking more.
- Music Committee update- Abigail Jackson reported that the committee has planned three events for next year: In January, there will be an open mic event; in April, a performance by Forever Fab; and in July, a big band concert.

**Meeting adjourned:** at 8:12 p.m. Kathy Hartmann made a motion to close the meeting, and Abigail Jackson seconded; the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday, November 13, 2018, 7:00 pm

Respectfully submitted,

**List of Documents:**

- Agenda for 10.9.18 BOLT meeting
- Minutes from 9.11.18 BOLT meeting
- Circulation policy
- Trustees Director's Report
- 2019 State Aid to Public Libraries Financial Report
- Gould A financial report
- Operating budget financial report