

Topsfield Town Library Board of Trustees Meeting
Tuesday, April 9, 2019 7:00 p.m.
Library Periodicals Room

Present: Trustees— Janet Kmetz, Kathy Hartmann, Brooke Spater, Abigail Jackson
Library Director: Laura Zalewski

Absent: Gail Bryson, Olivia Gatti

Guests: None

AGENDA

Janet Kmetz called the meeting to order at 6:56 p.m.

Approval of Meeting Minutes: - March 12, 2018 meeting minutes were approved as amended by Abby Jackson; Kathy Hartmann seconded. The motion was unanimous.

New Business:

- Booth Family donation: The statue they want to donate does not actually exist. Abby is having trouble getting in touch with the family but will continue to pursue contacting them. The committee discussed the benefits of having public art but also the need for a plan. We also agreed that we would like to explore a plan/policy for public art but not memorial pieces.
- Library director's evaluation: Does not need to be completed until sometime in May.
- Updated meeting room reservation form: The garden club did not come to pick up their key in advance of the 5 p.m. deadline for a recent meeting and arrived at 6. They were upset that the door was locked and called Jen Collins-Brown. We will amend the form to clearly indicate that the key must be picked up before the library closes. Abby Jackson made a motion to amend the form; Kathy Hartmann seconded; the motion was unanimous.
- Roof maintenance contract (\$5,600) : Laura feels the price for the work is expensive. She may inquire about a one-time inspection with the option to call for a second if there is severe weather. Laura will forward roof maintenance quote to Steve Clifford and Dana Warren for their opinions. Dan Philpot will get back to Laura as well.

Director's Monthly Report: See Laura's specific monthly report document for details.
Programs— 5 children's programs, 144 attendees. 9 adult/family programs, 58 attendees.
Staff—

- o Anna attended the MVLC Technical Services Committee meeting on 3/12.
- o Noreen and Becca attended a workshop on Novelist (a database that recommends new books you might like) at MVLC on 3/12.
- o The new website went live on March 15! This project was a year in the making and most of the staff were involved with the content and design.
- o Christine attended a Circulation/Interlibrary Loan Committee meeting on 3/20
- o Most of the staff participated in Stop the Bleed (how to use tourniquets/pack wounds) training on 3/29.

- o Laura had several meetings in March including: 3/13 – Friends meeting, 3/19 – Town Department heads meeting, 3/19 – Meeting with Paula Burke to discuss moving the Indoor Memory Café to the library November – March.
- o Wendy and Laura attended Audrey Iarocci's wake and funeral on 3/29 and 3/30.

Department Reports—

- Cataloging- Sibyl Hezlett-- 447 items added in December, 298 adult and 149 juvenile.
- Children's Room- Lindsey Recka- The library met its goal of 75 pajamas for the Bruins' PJ drive. The library collected 81 pairs.
 - >> Miss Lindsey went to Steward School and read to Mrs. Hancock's class for Read Across America Day and the kids asked lots of questions about the library and what it's like to be a librarian.
 - >> 20 Proctor students came over for an early release bingo activity and were very engaged.
 - >> Prep for April Vacation events and for Summer Reading is ongoing.
- Circulation- Christine Manning-
 - Circulation put out three new displays in March, promoting books with country settings, books involving time/time travel, and action movies.
 - >> The library's book club met on March 21st to discuss Killers of the Flower Moon, by David Grann. Three patrons attended.
 - >> At the end of the month, eight different book recommendation brochures were created and put on display.
- Reference- Wendy Thatcher- The Quiet Study and Topsfield Room were used 71 times. There were 8 library events, 14 meetings, 2 quiet/study uses, 23 tutoring sessions, and 24 walk-ins.
 - >> Library programming included Learn to Sew classes on Monday evenings from 6-7:45 and Mahjongg on Wednesday afternoons from 1:30 to 4.
 - >> Reference staff proctored one exam and provided one-on-one technology assistance on 5 occasions.
 - >> A new Homebound delivery service brochure was created. As part of the coordinated effort, the Council on Aging delivered a copy of the brochure to each Meals on Wheels recipient. In March, we served two homebound readers.
 - >> Laura has also developed a welcome postcard from the library.
 - >> Reference Assistant Anna Brandenburg attended the Merrimack Valley Library Consortium Technical Services Group meeting on March 12th .

Facility—

- On March 8, the library had the annual fire extinguisher inspection
- On March 11, the toilet in the men's room on the first floor was leaking. The plumber fixed it.
- On March 22, the library had two roof leaks where the old and new buildings meet.
- On March 26, the library experienced a power blip at approximately 9 am. The blip caused the circulating pumps to stop. Laura was able to restart the pumps and the building got back up to temperature in less than an hour.

Budget—

- The FinCom approved the library budget, including the 2% increase for contractual obligations in the “Other” category. Hopefully, the budget will be approved at Town Meeting.

Circulation—

- Circulation was about the same for last March. In 2018, the library was closed 24 hours because of weather issues. This March, the library was closed 2 hours for weather issues.

Library Attendance—

- Library attendance increased 6.25% over last March. Last year, the library was closed 24 hours for weather issues.

Former Business:

- FY2020 Budget: Our 2% increase was approved. Article 22 on the warrant for May town meeting for the painting, re-carpeting and roof repairs is recommended as “no action” by the Fin Comm. Laura will follow up with the trust commissioners.
- Gould Trust – Laura sent a letter in March as requested by the commissioners so they could read it and see if they could fund any of what we are asking for: painting and recarpeting; encourage town to pay for roof repairs. Kathy will also follow-up with Dana.
- Friends of the Library – Saturday 4/13 from 10-3 Laura and some Friends of the Library will be at the Expo sponsored by the Garden Club spreading the word on the library.
- Capital plan update – No update.
- Emergency policy review – Laura emailed Neil Hovey to work on the policy. Laura bought everyone on staff a whistle.
- Art Committee update – DeCordova changeover will happen sometime in May.
- Music Committee update – On 4/26 we have the Adagio Big Band performing up in the great hall with refreshments lined up and flyers being distributed. We will review The Crow’s Pasture for a future concert.

Meeting adjourned: at 8:17 p.m. Janet Kmetz made a motion to close the meeting; Kathy Hartmann seconded; the motion was unanimously approved.

The next scheduled board meeting is Tuesday, May 14, 2019

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 4.9.19 BOLT meeting
- Trustees Director’s Report from 3/19
- Minutes from 3.12.19 BOLT meeting
- Memo from Topsfield Commissioners of Trust Funds re: fund manager
- Trust commissioner email to Gail Bryson

- Email from David Strachan to the FinCom
- Letter from the Booth family
- Meeting room reservation form
- Joy sculpture information sheet
- Roof maintenance contract
- Thank you letter from Community Giving Tree
- Topsfield Library Monthly Financial Report
- FY2019 Gould Fund A Profile