

Topsfield Town Library Board of Trustees Meeting
Tuesday, February 26, 2019 7:00 p.m.
Library Periodicals Room

Present: Trustees— Janet Kmetz, Kathy Hartmann, Gail Bryson, Abigail Jackson
Library Director: Laura Zalewski

Absent: Brooke Spater, Olivia Gatti

Guests: Kenneth Scott, A. Richard Gandt, David Strachan, Dick Walsh

AGENDA

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

Approval of Meeting Minutes: - January 8, 2019 meeting minutes were approved as amended by Janet Kmetz and Abigail Jackson seconded. The motion was unanimous.

New Business:

- Library closure for professional development

Trustees approved the concept of closing the library on a Wednesday or Friday for a professional development workshop.

- FY2020 budget update

Laura Zalewski, Kathy Hartmann and Gail Bryson met with FinCom on 2/4 to discuss the library's FY2020 budget. The FinCom understood the request to increase the "Other" budget lines by 2% because of contractual obligations but couldn't promise to fund it until all department budgets were submitted and the town financial picture was clear.

- Daily Statistics

The daily circulation statistics are captured by month in a spreadsheet. Notations about weather and programming are added to determine if circulation is affected. The daily statistics by month report is available from August 2012 to present.

- Replacing outside urns

The trustees requested the larger urns as a donation.

Joint Meeting with Trust Commissioners:

- Dick Walsh and David Strachan talked to the trustees and answered questions regarding the parameters for using Gould Fund and B.

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

Programs—13 children's programs, 223 attendees. 12 adult/family programs, 129 attendees.

Staff—

- >Becca Boudreau attended the quarterly program planners meeting on January 8.
- >Christine Manning attended the bi-monthly Circulation/ILL meeting on January 16.
- >Laura Zalewski had several meeting in January: 1/15 - met with library trustee Olivia Gatti to discuss an art plan. 1/28 - met with Sgt. Hovey from the Topsfield Police Department to discuss the Violent Threat and Lock Down policy. 1/29 -

attended a Tri-Town school leadership meeting to discuss another Tri-Town read.
1/31 - attended the town's Public Safety meeting.
>Anna Brandenburg and Wendy Thatcher attended a webinar titled "Your Guide to Free Tax Prep" on January 18.
>The library had a staff meeting on January 30.

Department Reports—

- Cataloging- Sibyl Hezlett- To make up for a slow publishing month in December, an extraordinary 622 items were added to the collection in January! 242 adult and 330 juvenile.
- Children's Room- Lindsey Recka-
 - >Work continued on refreshing the children's nonfiction area with updated materials.
 - >Winter reading program kicked off in January and is running until 2/19.
 - >Prep for February vacation events and story times continues.
- Circulation- Christine Manning
 - >Circulation spent much of January promoting the library's new Hygge-themed Community Read. We put 15 copies of "The Little Book of Hygge" on display, all of which were quickly checked out.
 - >The TTL Book Club held a meeting to discuss the book. Four people attended and had a lively discussion. All had enjoyed the book and were interested in participating in other Community Read programs.
 - >A Cookie Contest took place on Saturday, Jan. 26th. We had eight entries and a total of 40 participants. Patrons were very enthusiastic about the event, with many asking if we'd do it again. The two contest winners received a gift card to the Topsfield Bake Shop.
- Reference- Wendy Thatcher-
 - >The Quiet Study and Topsfield Room were used 76 times. The rooms accommodated 8 library events, 19 meetings, 3 quiet/study uses, 31 tutoring sessions, and 15 walk-ins.
 - >Mahjongg was played in the Topsfield Room each Wednesday afternoon from 1:30-4:30.
 - >On the 24th, the library ran a "Make a Votive Candle Holder" craft. Three votive holders were made.
 - >Reference staff assisted six patrons with electronic devices. The technology sessions involved downloading e-books and e-audiobooks and assisting patrons with using Microsoft Office software on the library's public computers.
 - >We continued to coordinate with the Council on Aging to deliver reading material to two Topsfield residences.

Facility—

- On January 22, Fred Doherty, the library's energy consultant, came to fix one of the thermostats that controls a fan coil unit. It lost its connection to the Energy Management System. He also went to Town Hall to assist Donna Rich with Town Hall's Energy Management System on Laura's recommendation.
- On January 23 the library's HVAC technician came to fix the boiler. It was providing heat, but it was cycling and making a horrible vibrating noise. The intake vent was clogged. Dave fixed it.

Budget—

- Kathy Hartmann and Laura met with Dana Warren on Monday, January 28. It was a positive meeting. He understands that there are contractual obligations for the library's building maintenance. However, the FinCom has to look at requests for all town departments .

Circulation—

- Circulation for January increased 9.5% over last January. Last January, the library was closed on January 4 for snow.

Library Attendance—

- Library attendance increased 14.5% over last January. This was also due to the library being closed last year on January 4 for snow.

Former Business:

- Friends of the Library
Abigail Jackson attended the meeting.
- Capital Plan update
This will be added to the agenda for the next meeting.
- Emergency policy review
Laura met with Sgt. Hovey and we will discuss the policy at the next meeting.
- Art Committee update
Nothing to report.
- Music Committee update
The Adagio Big Band will be at the Topsfield Town public hall on April 26. The committee decided not to hold a summer concert.

Meeting adjourned: at 7:55 p.m. Janet Kmetz made a motion to close the meeting; Abigail Jackson seconded; the motion was unanimously approved.

The next scheduled board meeting is Tuesday, March 12, 2019

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 2.26.19 BOLT meeting
- Trustees Director's Report from 1/19
- Minutes from 1.8.19 BOLT meeting
- Daily statistics report for January
- Letter from New Meadows Garden Club regarding urn replacement
- Commissioners of Trust George L Gould Fund Allocation
- Commissioners of Trust Combined Investment Allocation
- Topsfield Library Monthly Financial Report
- FY2019 Gould Fund A Profile