

Topsfield Town Library Board of Trustees Meeting
Tuesday, February 11, 2020 7:00 p.m.
The Periodical Room

Present: Trustees— Gail Bryson, Kathy Hartmann, Janet Kmetz, Abigail Jackson, Ken Scott, Olivia Gatti

Library Director: Laura Zalewski

AGENDA

Gail Bryson called the meeting to order at 7:02 p.m.

Approval of Meeting Minutes: - Abigail Jackson made a motion to approve the January 21, 2020 meeting minutes as amended, seconded by Olivia Gatti. The motion passed unanimously.

New Business:

- Small Trusts – The funds were reviewed and discussed. BOLT would like to find out from the Trust Commissioners what the total amount is in the unrestricted funds.
- Pop-Up Outside Art – Laura Zalewski talked about working with the town administrator on a town art project and about other upcoming project ideas. Essex County Foundation Community Grant, the library, COA, the Tritown Council, and Creative Council are applying for an Essex County Foundation Community grant to develop the arts in Topsfield.
- Library trustees not running for re-election – Abigail Jackson and Janet Kmetz

Director's Monthly Report:

See the attached reports for January 2020 from the director for details.

Former Business:

- FY2021 Budget Update – Laura Zalewski reported on the budget meeting with the FinCom. Laura Zalewski will look into applying for another grant for the ADA compliant doors. Laura Zalewski will seek more information on camera systems and costs.
- Capital Plan Update – Included in the budget update.
- Staff Luncheon Wrap-Up – The event was well received, but it was hard to keep the pizza hot. A hot meal would be preferred next time.
- Audrey Iarocci Memorial – BOLT looked at and discussed possible memorial ideas. Janet Kmetz will continue to explore other ideas.

- Gould Trust Update – The Trust Commissioners met with Eastern Bank and sent an e-mail on the current income percentage, which is currently about the same or a little better as the last few years.
- Art Committee update – No update.
- Music Committee update – No update. Discussion of next event will be at the March meeting.

Meeting Adjourned: Kathy Hartmann made a motion to adjourn, seconded by Janet Kmetz. Motion passed unanimously. Gail Bryson adjourned the meeting at 8:04 PM.

The next scheduled BOLT meeting is on Tuesday, March 10, 2020 at 7:00 PM in the Periodical Room.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 2/11/2020 BOLT meeting
- Topsfield Town BOLT Meeting minutes for January 21, 2020
- Town of Topsfield Commissioners of Trust Funds Library Related Small Funds
- Director's Report, January 2020
- Topsfield Town Library Monthly Financial Report FY 2020
- FY2020 Gould Fund A Profile