

Topsfield Town Library Board of Trustees Meeting
Tuesday, June 18, 2019 7:00 p.m.
Library Periodicals Room

Present: Trustees— Gail Bryson, Olivia Gatti, Kathy Hartmann, Abigail Jackson, Ken Scott; Janet Kmetz attended from 7:05 to 7:35 p.m.
Library Director: Laura Zalewski

Absent:

Guests:

AGENDA

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

Approval of Meeting Minutes: - Abigail Jackson made the motion to approve the May 14, 2019 meeting minutes as amended, seconded by Olivia Gatti. The motion was unanimous.

New Business:

· Meeting Room Policy revision: The old policy has one addition: "Meetings and events are free and open to the public." Olivia Gatti made a motion to approve the policy; Ken Scott seconded. The motion was approved unanimously.

· Art Acquisitions and Long Term Loans Policy

The board reviewed suggested changes. See attachments. Ken Scott made a motion to accept the changes; Olivia Gatti seconded; motion was approved unanimously. Olivia Gatti will set a date with Laura Zalewski to review the art collection per the policy.

· Tribute to Audrey Iarocci

Laura Zalewski will research the precedence for honoring a former library chair and will take a picture of the stone bench in Camden, which may be a model for an appropriate tribute. This item will be on next month's agenda.

Director's Monthly Report:

See the attached report from the director for details.

The director also reported:

- 1) The MVLC computers suffered a cyberattack and information was stolen. MVLC is working to prevent future incidents.
- 2) There was a complaint at the summer reading kick-off that the library lawn had been treated with chemicals. Laura Zalewski will talk to Steve Shepard to see what chemicals were used on the lawn.
- 3) The Friends of the Library have leased a printer/copier for the library.

Former Business:

· Gould Trust update. The agenda order was changed so that Janet Kmetz could participate in the discussion of the Gould Trust update.

Kathy Hartmann provided an update from David Strachan: 1) Eastern Bank was chosen to manage the Gould Fund investments. 2) Fund A will bear its share of management cost as will all accounts; the fee is .4% of the value annually. 3) The trust commissioners should be able to attend the BOLT September meeting.

There was a discussion of Gould Fund issues and the following was decided: BOLT would like to meet every six months with the trust commissioners. The library trustees will prepare a list of library needs and questions in advance for those meetings. For September, the library trustees will ask the trust commissioners to give a guideline with the percentage of the funds that can be used for library budget needs.

There was a discussion about whether the board should pursue a legal opinion on who ultimately controls the Gould funds. Kathy Hartmann made the following motion: The library board should not pursue a legal opinion at this point on whether the library board has discretion to override the trust commissioners when there is a disagreement over spending funds. Janet Kmetz seconded the motion. There was a discussion followed by a vote. The motion passed 5-1.

Laura Zalewski reported that the town's new facility manager came to the library and met with her. The long-term needs for the roof are still being determined and will be added to the capital plan.

- Library director's evaluation – Gail Bryson reported that the director received a glowing evaluation.
- Art Committee update – Olivia Gatti stated there is nothing new to report.
- Music Committee update- Abigail Jackson reported that the Providence Brigade band will play on the common on July 28, 2019 at 4:00 p.m. The music committee will meet in September.

Meeting adjourned: Gail Bryson adjourned the meeting at 8:13 p.m.

The next scheduled Board meeting is on Monday, July 22, 2019, at 7:00 p.m.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 6/18/2019 BOLT meeting
- Minutes from 5/14/2019 BOLT meeting
- Library Meeting Room Policy
- Trustees Monthly Director's Report
- Current Library Art Acquisition and Long Term Loans Policy with suggested changes marked/copy of new policy with changes incorporated.
- FY2019 Gould Fund A Profile
- Fiscal 2019 Library Monthly Financial Report