

Topsfield Town Library Board of Trustees Meeting
Tuesday, June 9, 2020 5:00 p.m.
Virtual Meeting via Zoom
Call in number: 929-436-2866
Meeting ID: 895 8158 0846
Password: 929321

Present: Trustees— Gail Bryson, Kathy Hartmann, Janet Kmetz, Abigail Jackson, Ken Scott
Library Director: Laura Zalewski
Absent: Olivia Gatti
Guest: Maureen McCarthy, Cary Playter

AGENDA

Gail Bryson called the meeting to order at 5:05 p.m.

Approval of May 12, 2020 Meeting Minutes: Janet Kmetz made the motion to approve the May 12, 2020 meeting minutes as amended, seconded by Ken Scott. The motion was accepted unanimously.

New Business:

- FY2021 Library holidays: Abigail Jackson made a motion to approve the holiday schedule for FY2021, seconded by Janet Kmetz. The motion was unanimously approved.
- Returns and curbside service update: Laura Zalewski said that the returns and curbside service are working well with varying degrees of activity. Ken Scott commented that the personal notes sent to patrons by the librarians were well received and thanked the librarians.

Director's Monthly Report:

See the attached report.

Former Business:

- Library reopening plans: Laura Zalewski said that the library may open after July 4, but it is still uncertain. When Laura Zalewski developed the library's reopening plan, she checked with other libraries, received approval from the fire department and the Board of Health, and submitted the proposal to the town. Gail Bryson suggested that when the library reopens, a sign be posted stating that there is a restroom on the second floor, as well as on the first.
- Library director performance review: Gail Bryson reported that she shared the results with Laura Zalewski, which was very positive overall.
- Friends of the Library – The Friends of the Library are currently not meeting and are still in discussion about the fall book sale.
- Small Trusts – Nothing new.
- FY2021 Budget update – There was a discussion about the approved library items that

were over budget as listed in the FinCom letter in the Annual and Special Town Meeting Warrants.

- Capital Plan update: Nothing new.
- Audrey Iarocci Memorial update – Janet Kmetz and Ken Scott will continue to discuss the plan and this topic will be placed on the September agenda.
- Gould Trust update – Nothing new. Trust Commissioners will be invited to September meeting.
- Art Committee update – Laura Zalewski described the art project "One Fish, Two Fish" that is outside the library and is part of Topsfield Creates, which was described in the May library newsletter.
- Music Committee update – The Fab Four is still scheduled to perform on the Commons on August 9. There was a discussion about the cost and proposing a possible rain date.

Meeting Adjourned: Gail Bryson adjourned the meeting at 5:50 p.m.

The next scheduled BOLT is on Tuesday, July 14, 2020 at 5:00 p.m. via Zoom.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 6/9/2020 BOLT meeting
- Minutes from 5/12/2020 BOLT meeting
- Director's Report, June 2020
- FY2021 Library holidays