

**Topsfield Town Library Board of Trustees Meeting**  
**Monday, January 21, 2020 6:30 p.m.**  
**The Meeting Room**

**Present:** Trustees— Gail Bryson, Kathy Hartmann, Janet Kmetz, Abigail Jackson, Ken Scott, Olivia Gatti at 6:54 PM  
Library Director: Laura Zalewski

Guest: Kevin Harutunian joined meeting at 6:48 PM for the duration. David Strachan joined the meeting at 6:52 PM.; 7:02 Richard Walsh at 7:02 PM and Walsh at 7:05 PM and stayed until 7:12 PM.

**AGENDA**

Gail Bryson called the meeting to order at 6:31 p.m.

**Approval of Meeting Minutes:** - Janet Kmetz made a motion to approve the December 9, 2019 meeting minutes, seconded by Abigail Jackson. The motion passed unanimously. Abigail Jackson made a motion to approve the December 16, 2019 meeting minutes, seconded by Ken Scott. The motion passed with four votes, and Janet Kmetz abstained.

**New Business:**

- Gould Trust Projects/FY2021 Budget Update  
Review and discussion of attached Library Multi-year Capital Expenditures and FY2020 Gould Fund A Profile. Laura Zalewski stated that the library did not receive the grant for the doors but will pursue other avenues. Laura Zalewski and Gail Bryson will send a letter summarizing capital expenses for next year to the Trust Commissioners.

**Joint Meeting with Trust Commissioners**

Gould Trust Update

BOLT went over the updated Capital Plan with the Trust Commissioners. There was a discussion about expected earnings and the Eastern Bank fees relating to the Gould Trust. BOLT asked the Trust Commissioners, who agreed, to report to BOLT twice a year, at a minimum, on the income and fees. The Trust Commissioners meet next week with Eastern Bank and David Strachan will report back to BOLT after that meeting. There was a discussion on the non-Gould fund library accounts and Laura Zalewski will share the details on those funds at the next BOLT meeting.

**New Business continues:**

- Discussion of the Photographing of Artwork policy. See old and new policies attached. BOLT discussed the changes in the policy. Janet Kmetz made a motion to approve the updated Photography in the Library Policy, seconded by Abigail Jackson. Motion passed unanimously.

- Review of Behavior Policy

The attached Behavior Policy was reviewed. Janet Kmetz made a motion to accept as amended, seconded by Olivia Gatti. The motion passed unanimously.

- MVLC Boycott of Macmillian E-Book Titles

Laura Zalewski explained the motivation for the boycott.

- Annual Report

Laura Zalewski shared highlights from the Annual Report, as in the attached document.

### **Director's Monthly Report:**

See the attached reports for December 2019 from the director for details.

### **Former Business:**

- Audrey Iarocci Memorial – Janet Kmetz contacted the family and they support the options suggested by the board. BOLT discussed the options. Janet Kmetz will continue to investigate these options.

- Art Committee update – There is a plaque that will be hung for the *Nest*, which was donated in memory of Louise Knight by the family.

- Music Committee update – Discussion on the success of open mic night. The next music event is on April 24 at 7:00 PM at town hall. Angie Miller will sing. Discussion of summer concerts and best nights to hold events.

### **Other Business:**

- Staff luncheon – January 30, 2020 at 12:00 PM. Discussion of logistics.

**Meeting Adjourned:** Kathy Hartmann made a motion to adjourn, seconded by Janet Kmetz. Motion passed unanimously. Gail Bryson adjourned the meeting at 7:44 PM.

The next scheduled BOLT meeting is on Tuesday, February 11, 2020 at 7:00 PM in the meeting room.

Respectfully submitted,  
Kathryn Hartmann

### **List of Documents:**

- Agenda for 1/21/2020 BOLT meeting
- Topsfield Town BOLT Meeting minutes for December 9, 2019
- Topsfield Town BOLT Meeting minutes for December 16, 2019
- Topsfield Town Library Behavior Policy
- The Library's Annual Report for the Town's Annual Report
- Topsfield Town Library Photography in the Library Policy
- Topsfield Town Library Photographing of Artwork 2004

- MVLC FAQ: Macmillan Boycott
- Director's Report, December 2019
- Topsfield Town Library Monthly Financial Report
- Library Multi-year Capital Expenditures
- FY2020 Gould Fund A Profile