

Topsfield Town Library Board of Trustees Meeting
Tuesday, March 10, 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 7:00 p.m.

Approval of Meeting Minutes: - Abigail Jackson made a motion to approve the February 11, 2020 meeting minutes as amended, seconded by Janet Kmetz. The motion passed unanimously.

New Business:

- Carpet Cleaning – Discussion of timing of carpet cleaning in relation to library events. Decision to close on Saturday, April 18, 2020 to clean the carpets. Janet Kmetz made a motion to close the library on Saturday, April 18, 2020; seconded by Olivia Gatti. The motion passed unanimously.
- Library of Things – Laura updated the committee on the seven new items purchased for circulation; the goal is to reach 30 items.
- Friends of the Library – Gail Bryson reported on their recent meeting. They are looking for some new members.
- Laura Zalewski reported on the cleaning precautions the library is taking for coronavirus.

Director's Monthly Report:

See the attached report for February 2020 from the director for details. Laura Zalewski shared an incident on a bird that was discovered in the library.

Former Business:

- Small Trusts/Gould Trust discussion – Discussion of balances in small trusts and possible use of unrestricted funds.
- FY2021 Budget Update – See attached report.
- Capital Plan Update – Discussion of obtaining funding for basement study. Laura Zalewski will pull together a plan for funding the engineering study.
- Audrey Iarocci Memorial Update – Discussion of possible options for a memorial. Decision was made to have a plaque in honor of Audrey inside the library. Janet Kmetz will pursue this idea, with the help of Ken Scott.

- Art Committee update – DeCordova wants to do the art changeover earlier. Laura Zalewski will send the information to Olivia Gatti.
- Music Committee update – Abbey Jackson reported that the committee will meet at the end of March. The next event is on April 24. Abby Jackson talked about the need for additional Music Committee members.
- Evaluation of library director – Forms will be passed out to library trustees at the next meeting.

Meeting Adjourned: Gail Bryson adjourned the meeting at 8:06 PM.

The next scheduled BOLT meeting is on Tuesday, April 14, 2020 at 7:00 PM in the periodical room.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 3/10/2020 BOLT meeting
- Topsfield Town BOLT Meeting minutes for February 10, 2020
- Town of Topsfield Commissioners of Trust Funds Library Related Small Funds
- Director's Report, February 2020
- Topsfield Town Commissioners of Trust Funds
- Town of Topsfield Commissioners of Trust Funds Allocation of Combined Investment Funds
- Decree in Equity The Commonwealth of Massachusetts Probate Court
- FY21 Capital Request and Potential funding Strategy
- Topsfield Town Library Monthly Financial Report