

Topsfield Town Library Board of Trustees Meeting
Tuesday, May 12, 2020 5:00 p.m.
Virtual Meeting via Zoom
Call in number: 929 436 2866
Meeting ID: 2181608047
Password: 015923

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

AGENDA

Gail Bryson called the meeting to order at 5:04 p.m.

Approval of April 14, 2020 Meeting Minutes: Janet Kmetz made the motion to approve the April 14, 2020 meeting minutes as amended, seconded by Ken Scott. The motion was accepted unanimously.

New Business:

- Director's review: Laura Zalewski submitted her self-evaluation and goals for next year. There are two new goals relating to pandemic policy. BOLT members need to fill out their evaluations of Laura Zalewski and submit to Gail Bryson by June 1, 2020.
- Re-opening plan: Laura Zalewski shared the attached plan. Discussion of cleaning issues and supplies.

Director's Monthly Report:

See the attached report. Since report was written, the \$4,000 computer line item for the library's budget was approved by the FinCom.

Former Business:

- Friends of the Library – The Friends of the Library are currently not meeting, but they have already funded the summer reading program.
- Small Trusts – Nothing new.
- FY2021 Budget update – No discussion.
- Audrey Iarocci Memorial update – Janet Kmetz would like to access library before a final decision is made on the plaque and its placement.
- Art Committee update – Laura Zalewski talked about possibly planning an artwork event for Topsfield residents to create art outside their houses.

- Music Committee update – The status of the July event is unknown at this point.

Meeting Adjourned: Gail Bryson adjourned the meeting at 5:49 p.m.

The next scheduled BOLT is on Tuesday, June 9, 2020 at 5:00 p.m. via Zoom.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 5/12/2020 BOLT meeting
- Minutes from 4/14/2020 BOLT meeting
- Director's Report, May 2020
- FY20 MANAGEMENT-DEPT HEAD Self Eval - L-Zalewski
- FY20 MANAGEMENT-APPT AUTHORITY eval
- Topsfield reopening plan draft rev 1