

Topsfield Town Library Board of Trustees Meeting
Monday, November 12, 2019 7:00 p.m.
Library Periodicals Room

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

Guests: Susan Bavaro from 7:00 – 7:32 p.m.

AGENDA

Gail Bryson called the meeting to order at 6:59 p.m.

Approval of Meeting Minutes: - Ken Scott made the motion to approve the September 10, 2019 meeting minutes, seconded by Janet Kmetz. The motion was accepted unanimously.

New Business:

- Discussion of the Photographing of Artwork policy from July 2004, which is attached. BOLT will review this and discuss it next month. Laura Zalewski will research policies at other libraries and consequences for violating the policy.
- Audrey Iarocci memorial update: Janet Kmetz talked to a family member regarding the various possibilities for a memorial. BOLT will continue to discuss and explore options. Gail Bryson will ask the Friends of the Library if they want to participate.
- FY2021 Town Library Action Plan – Discussion of pros and cons of a self-checkout station and a digital display. Janet Kmetz made a motion to approve the plan as attached, and Olivia Gatti seconded the motion. Motion passed unanimously.
- Holiday on the Green – December 7 from 3:00 p.m. to 7:00 p.m. Participation of library discussed.
- Luncheon for staff in January: Menu options were discussed. Possible dates Jan 23 or 30th.

Director's Monthly Report:

See the attached reports for September and October 2019 from the director for details.

Former Business:

- Capital Plan – See attachment for updated Capital Plan. Discussion of the addition of exterior cameras and the roof replacement.

- Gould Trust update – Next meeting with trust commissioners is on January 21. Agenda to be determined at BOLT December meeting. Kathy Hartmann will find out if trust commissioners voted on security cameras.

- Art Committee update – Nothing new to report.

- Music Committee update – Concert on November 8, Peking and the Mystics, was a success.

Meeting Adjourned: Abigail Jackson made a motion to adjourn, seconded by Janet Kmetz. Motion passed unanimously. Gail Bryson adjourned the meeting at 8:14 p.m.

The next scheduled Board meeting is on Monday, December 9, 2019 at 7:00 p.m. in the meeting room.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 11/12/2019 BOLT meeting
- Minutes from 09/10/2019 BOLT meeting
- Topsfield Town Library Photographing of Artwork policy
- Topsfield Town Library Action Plan FY2021
- Director's Report, October 2019
- Director's Report, September 2019
- Proposed Amendments to Topsfield Financial Policy Guidelines: 9/24/2019
- Town of Topsfield Library Capital Planning Department Summary
- FY2020 Topsfield Town Library Monthly Financial Report