

Topsfield Town Library Board of Trustees Meeting
Tuesday, October 13, 2020
Virtual Meeting via Zoom
Call in number: 929 436 2866
Meeting ID: 858 7990 4870
Password: 464027

Present by roll call vote: Trustees – Kathy Hartmann, Gail Bryson, Cary Playter, Olivia Gatti, Ken Scott, Maureen McCarthy - Director Laura Zalewski.

Guest: R. Gandt, selectperson

K. Hartmann called the meeting to order at 5PM.

- **Approval of Meeting Minutes**

- Minutes of September 15 – Motion made to approve with corrections by K. Scott, seconded by C. Playter Motion approved by unanimous roll call vote.

- **New Business**

- **Library open to the public update** – This is going well. There have been 50 appointments to date. Most libraries in the MVLC library consortium are operating by appointment. Boxford Library is still not open. Library is now open from 10AM – 6PM Monday thru Friday. Appointments can be made from 10AM – 12PM and 2PM-4PM. There will be no appointments from 12PM-2PM but library will be open for phone calls and curbside pickup.
- **Staffing issues** – W. Thatcher is retiring on October 30th leaving a 37 1/2 hour position open for Ass't Director/Head of Reference. K. Hartunian, Town Administrator, has asked that this position not be filled for 2 months. The town is replacing positions on a case by case basis and the replacement of this position will be reviewed in January.
- **ARIS Report** – The mandatory yearly reporting was sent to Trustees in September and this year's does reflect some slowdown secondary to the Covid pandemic. There were no questions about this.
- **Capitol Plan/Request form and Multi-year Facilities Expenditures** – See attached. We should hear about the status of the grant for the automatic door openers by end of December. P. Anastasi has made contact with engineer for study of basement level. F. Doherty of Energy Management Systems will have a quote for the air exchange unit in the next 3 days. L. Zalewski will be discussing purchasing of cameras by town with K. Hartunian in 2 days to see if library might participate in this. Funds for rugs and painting were approved by Trust Commissioners last year and L. Zalewski will get new quotes on these projects so they can be completed. Motion was made to approve Capitol Plan by K. Scott, seconded by M. McCarthy and approved by unanimous roll call vote. Laura will send copy of Multi-year Facilities Expenditures to Trust Commissioners for review.
- **Director's Report** – see attached. Circulation is down but increasing - and requests have increased. Expenditures secondary to Covid have been approved by the town.
- **Former Business**
 - **Audrey Iarocci Memorial** – K. Scott reported that J. Keyes, who had done original design, is unable to complete project. He has suggested George Pacenka from Rowley, who has agreed to do this for between \$550 and \$650. This could be

reimbursed with use of unrestricted funds from the small Trusts. A motion was made to expend up to \$700 for this project by K. Scott, seconded by O. Gatti and approved by unanimous roll call. Friends of the Library had been approached in the past for possible contribution to this and K. Scott will advise them as to the plan.

- **Trust Commissioners Vote on Lighting Project** – They have not had a meeting about this to date. C.Playter will stay in communication with them.
- **Friends of the Library** – There is a Zoom meeting tomorrow and K. Scott will attend.
- **Art Committee Update** – no report
- **Music Committee Update** - An Email was sent to the members of the Committee advising that the Committee is still viable but there will not be any Committee meeting until public gatherings for concerts are allowed. M. McCarthy noted that the BSO offers concerts on line which require a subscription fee. L.Zalewski will look into whether there is a group/library subscription rate for viewing, to be used much like museum passes that are in use now.
- **Other Business** – There will be a breakfast on Friday October 30 for W. Thatcher and there is a book available to be signed. Please feel free to attend.

Motion made to adjourn meeting at 5:55 PM by K. Scott, seconded by M. McCarthy approved by unanimous roll call vote. -

Next scheduled Board Meeting – Tuesday, November 10 at 5:00PM.

Respectfully submitted,

Gail Bryson

List of Attachments

Agenda for 10/13/2020 BOLT meeting

Minutes from 9/15/2020 BOLT meeting

Director's Report, September 2020

FY 2021 Gould Fund A Profile

Town of Topsfield – Capital Planning Request Form FY 2022

Library Multi-Year Facilities Expenditures

Topsfield Town Library Monthly Financial Report Fiscal 2021/ending October 2020