

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING**

January 14, 2014 Meeting Minutes

Present

Board of Library Trustees; Philip Madell, Chair, Sean Cunniff Secretary, Audrey Iarocci, Kathleen Hoffman, Doe DeLuca
Library Director: Laura Zalewski

Chairperson Philip Madell called the meeting to order at 7:35p.m.

Approval of Meeting Minutes

- Doe DeLuca made a motion to approve the minutes of the Dec. 11, 2013, meeting; Kathleen Hoffman seconded; the motion was approved 5-0.

New Business

Discussion of Library maintenance issue and ways to promote awareness in the Town of the Library needs. The Library Director gave an overview of discussion with the Town Administrator and the FinCom and various ways that were discussed to solve the issue.

Sunday Hours

The Director announced a 9 week pilot program starting Feb. 2 to open the Library on Sunday from 2-5.

Director's Monthly Report

The Director reviewed her report and discussion ensued.
See attached Director's report for details

Former Business

- Generator Update – Discussion of Generator bid's. We are awaiting documentation for BLW Eng. in order to get bids moving.
- Energy Controls – Waiting for contractor to finalize jobs.
- Budget – Chair and Library director met with Library chair and no problems are anticipated.

A. Iarocci made a motion to adjourn, Doe DeLuca seconded. The vote was unanimous and the meeting was adjourned at 8:21.

Sean Cunniff, Secretary