

**Topsfield Town Library  
Board of Trustees  
Regular Meeting**

**October 14, 2014 7:30 p.m.**

**Present:** Trustees—Michael Massaro, Abigail Jackson, Kathleen Hoffman, Judith Lais

Library Director: Laura Zalewski

**Absent:** Sean Cunniff, Philip Madell

Meeting called to order at 7:35 p.m. by Michael Massaro, Chair.

**Approval of Meeting Minutes:** Abby Jackson made the motion to approve the Board of Library Trustee minutes of September 9, 2014 as approved; Kathleen Hoffman seconded; the motion was unanimous.

**New Business:**

- Update to Art Exhibit Policy—Under Insurance and Library Non-Responsibility section: delete from “Note, however, the library does have ...each piece of artwork.” Motion by Judith Lais to approve the change; second by Abby Jackson. Motion unanimous.

**Director’s Monthly Report:** see Laura’s full report, dated 10/14/14, covering categories: Programs, Staff, Collection, Facility, Budget—no update since Pam Wood has not been able to close the books.

- Discussion was held regarding Facilities Management issues (see minutes of Sept. 9, 2014). Short-term and long-term plans regarding heating, cooling, basement, and plumbing need to be determined—Mike Massaro will work with Laura to identify these plans.

**Former Business:**

- Generator update—
- Little Free Library—Joe McGaunn has contacted Dig-Safe prior to installation; plan to install the LFL structure on October 25.
- New boiler installation: Ambient will repair 7 valves prior to change over to new boiler with an October installation planned.

The next board meeting will be held on Tuesday, November 4, 2014; 7:30 p.m.

Meeting adjourned at 8:25 p.m. Motion made by J. Lais and seconded by K. Hoffman. Unanimous.

Respectfully submitted,

Judith Lais, Secretary