

Topsfield Town Library Board of Trustees Meeting
Tuesday, January 8, 2019 7:00 p.m.
Library Periodicals Room

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

Absent:

Guests:

AGENDA

Gail Bryson called the meeting to order at 7:00 p.m.

Approval of Meeting Minutes: - December 11, 2018 meeting minutes were approved as amended by Janet Kmetz ; Kathy Hartmann seconded. The motion was unanimous.

New Business:

- Meeting room renovation – a few artists don't love the paint color. We will revisit this the next time we need to paint the room.
- Correspondence - We got a nice thank you letter from the Community Giving Tree thanking us for participating in the November 2018 clothing drive. We collected a lot of items. Also, we got certified for FY2019 and received our first state aid check.
- Art donated from Nancy Babson – She is a local artist and would like to donate some artwork to the library. Olivia and Laura will talk further about the plan for this.

Director's Monthly Report: (December) See Laura's specific monthly report document for details.

Programs— 8 children's programs, 252 attendees (includes gingerbread houses). 6 adult/family programs, 1634 attendees (includes holiday stroll).

Staff— Christine attended a workshop on "Hot Titles" at the Memorial Hall Library on 12/5. She applied what she learned at the workshop right away to our "red dot" collection.

Department Reports—

- Cataloging- Sibyl Hezlett- It was a slow publishing month – 325 items added in December, 149 adult and 176 juvenile.
- Children's Room- Lindsey Recka- 16 tweens came over to craft on their early release day (a strong showing). They made cards and ornaments. Holiday on the Green crafts well-received by patrons. The "mystery craft" take-homes were also well-received! The Children's Room celebrated the November - January holidays and traditions of many cultures with displays and info around the room.
- Circulation- Christine Manning- They put out three new displays in December, including the highly popular holiday movies and holiday music displays. By Christmas, there were only a few items left in either display! Instead of a big book display on the main desk, we put out a large sheet of paper, encouraging people to

write what they love most about Topsfield. This was so popular, we had to change out the paper three times because there was no space left to write. Behind the scenes, we started planning events and publicity for the "Hygge" Community Read in Jan. and Feb. The old "red dot" collection was changed to "Hot Titles" and the signage and book identification was changed to make the collection more visible. These actions are part of the library's strategic plan (highlighting areas of the collection) and the result of a workshop Christine attended.

- Reference- Wendy Thatcher- The Quiet Study and Topsfield Room were used 49 times. There were 7 library events, 10 meetings, 4 quiet/study uses, 21 tutoring sessions, and 7 walk-ins. Mahjongg, usually played on Wednesday afternoons (typically with 4-8 attendees), was cancelled on the 26th (the day after Christmas). Reference staff proctored two exams and arranged for books to be delivered to the homes of two patrons. Seven people attended the Make a Reusable Straw case workshop held on December 6th in conjunction with a Topsfield COA Art-Venture. On December 13th and 20th, we continued from November the drop-in open craft event titled Crafts and Creations. One person attended on the 13th. Three people attended on the 20th.

Facility—

- After heavy rain during the weekend of 12/15, the ceiling on the second floor where the two buildings join was leaking. Dan Philpot came and cleaned a drain on the roof. He thinks water was backing up on the roof and found an entrance into the library.
- On Sunday 12/23 at 3 am, a smoke detector went off. By the time Laura got to the library, the fire department had come and gone. They re-set the panel. At approximately 10:15 am on Sunday 12/23, the same smoke detector went off again. The fire department came but left the building in alarm. Laura talked to Conor Brown at the fire station about what to do. She chose to leave the building in alarm on Sunday because of cost issues. She contacted Alarmex and they sent a technician on Monday morning. One of the issues with leaving the building in alarm is that there are outside lights flashing and people are calling the fire station.

Budget—

- Laura submitted the trustee approved budget to Catherine Gabriel (Town Accountant) on 12/20. She sent an email to Dana Warren (FinCom liaison to the library) asking to meet. Gail and Laura will probably be meeting with Dana in January. In the "Other" category, we asked for a 2% increase. Much of that increase is related to contracts and the library requires a drain inspection and cleaning in May 2020. The library will be meeting with the FinCom liaison Dana Warren at the end of January.

Circulation—

- Circulation for December is low. Because of a staff issue at MVLC, Laura doesn't have the Overdrive statistics (they could add 200 - 300 "ecircs") and she doesn't have circulation statistics for the entire consortium. She will update when she receives them.

Library Attendance—

- Library attendance increased 4.5% over last December.

Former Business:

- Friends of the Library – Gail attended the last meeting, next meeting is 1/9/18. There is a guest speaker coming 2/2/19 to talk about her biography on Eunice Kennedy.
- Capital plan update – Laura still hasn't had the roofers show up. Security camera man is coming 1/9/19.
- Emergency policy review – Evan got back to Laura to set up a meeting sometime within the next two weeks.
- Art Committee update – We are booked until July. Olivia is getting some more people to submit artwork, hopefully student artists.
- Music Committee update – We have had the public hall policy approved at the Selectman meeting; we have the space for 4/26/19. We also have 7/21/19 booked at 4 PM on a Sunday on the Common. This Friday is open mic night at 7 PM at the library. There will be 12 slots.
- Staff luncheon – 1/24/19 at noon for 11 staff members. Everyone has their assignments. Clean-up around 3 PM.

Meeting adjourned: at 7:50 p.m. Gail Bryson made a motion to close the meeting; Olivia Gatti seconded; the motion was unanimously approved.

The next scheduled board meeting is Tuesday, February 12, 2019

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 1.8.19 BOLT meeting
- Trustees Director's Report from 12/18
- Minutes from 12.11.18 BOLT meeting
- Library legislative breakfast invite
- State Aid certificate for FY2019
- Thank you letter from Community Giving Tree
- Topsfield Library Monthly Financial Report
- FY2019 Gould Fund A Profile