

**Topsfield Town Library Board of Trustees Meeting  
Tuesday, March 12, 2019 7:00 p.m.  
Library Periodicals Room**

**Present:** Trustees— Gail Bryson, Olivia Gatti, Kathy Hartmann, Abigail Jackson, Janet Kmetz

Library Director: Laura Zalewski

**Absent:** Brooke Spater

Guests: A Richard Gandt

**AGENDA**

Gail Bryson called the meeting to order at 7:01 p.m.

**Approval of Meeting Minutes:** - February 26, 2019 meeting minutes were approved as written. Motion to accept the minutes made by Janet Kmetz ; Olivia Gatti seconded. The motion was unanimous.

**New Business:**

- Gould Trust Fund – The committee reviewed the legal opinion by Topsfield legal counsel that Laura Zalewski had requested. The opinion stated that the capital repairs in question that the library submitted to the town for the Capital Program for FY2020, for \$21,500, are expressly permitted under the Judgment for the Gould B trust fund. Gail Bryson and Laura Zalewski will draft a letter to the trust commissioners explaining that if the capital improvements are not funded by a warrant article at May 7, 2019 town meeting or the town's capital stabilization fund, the library trustees will look to the Gould B Trust to fund them. They will also forward the legal opinion from KP Law to the Trust Commissioners.
- Gift of art – Olivia Gatti met with a member of the town who wishes to donate paintings to the library. No decision was made and Olivia Gatti will wait to talk to the donor in the coming months.

Director's Monthly Report: (February) See the attached Director's Report with the specific monthly details.

Department Reports –

Cataloging – Sibyl Hezlett

- The library added 429 items in February – 279 adult and 150 juvenile.

Children's Room Highlights– Lindsey Recka

- February vacation! We had 125 people come see Curious Creatures, who brought a chinchilla, rabbit, ferret, hedgehog, tortoise, snake, bearded dragon, and baby alligator
- New AWE computer has fit right in and patrons are enjoying it just like the old one
- Tried out Family Movie Mornings -- needs some evaluation but will likely be back in the future

- Took storytime survey to evaluate and identify new storytime time
- Boston Bruins/Cradles to Crayons PJ Drive continues on! We're up over 40 pairs!

#### Circulation – Christine Manning

- Circulation focused on the Hygge Community Read in February. We kept up last month's display advertising the community read, which continued to be popular throughout the entire two-month program. We also put up two new displays.
- The Keurig sponsored by the Friends continued to be popular, especially with kids, and staff often needed to help or supervise in the after-school hours.
- Christine went through the music collection and replaced any cases that were looking worn or broken (new cases were donated by a patron). She also deleted older popular and world music titles that were not circulating, and ordered several replacement CDs to fill gaps in the collection.

#### Reference – Wendy Thatcher

- The Topsfield Room and Quiet Study were used 61 times. Forty-five of the sixty-one uses were reservations. Five reservations were for a library event, eighteen reservations were for meetings, one reservation was for quiet work/exams, and twenty-one reservations were for tutoring.
- Two people attended the library no-sew scarf project craft. It was unfortunate that the event coincided with the Lieutenant Governor Karyn Polito's visit to town to award a Massachusetts Downtown Initiative grant.
- The Selectmen, represented by Dick Gandt, continued their monthly schedule of holding open "listening sessions" in the Topsfield Room.
- As in past years, AARP Foundation Tax-Aide workers met with taxpayers in the Topsfield Room to assist with filing tax returns. This service is scheduled for every other Thursday afternoon until April 15th. Appointments are scheduled through the Topsfield Council on Aging.
- The Reference Department assembled photo and book displays for the library's anniversary celebration on February 27th. Twenty years have passed since the building renovation and expansion project was completed.

#### Facility

- At 5:45 pm on 2/6, I received a call from Alarmex about "trouble" at the library. The fire panel "burped" which caused the trouble signal and reset itself. I talked to Alarmex and now I will get an email if the trouble signal resets itself and I won't have to come.
- On 2/7, Comcast technical came with Bob Sunderland to start planning to upgrade the copper lines. The technicians can't find where the lines terminate in the building. No one on staff knows. Comcast can do a work around if they can't find the termination point.
- On 2/12, Comcast technicians came back still working on their plan.
- On 2/26, a roofer (his company did the roof work for the new building and renovation) came with Dan Philpott to inspect the rubber roof. The roofer should have a proposal in the next few weeks.

#### Budget

- No update since last meeting.

**Former Business:**

- Friends of the Library - Gail Bryson will attend their next meeting on March 13.
- Capital Plan update – The Capital Plan was reviewed and discussed. Laura Zalewski will ask for an estimate on possible additional roof repairs in the next four years to add to the capital plan. Janet Kmetz made a motion to accept the plan as is; seconded by Kathy Hartmann; vote was unanimous.
- Emergency policy review – Laura Zalewski is currently making changes to the policy that will then be reviewed by the police.
- Art Committee update – The deCordova corporate membership will be renewed.
- Music Committee update – Nothing new to report.

**Meeting adjourned:** At 8:33 p.m. Gail Bryson made a motion to close the meeting; Janet Kmetz seconded; the motion was unanimously approved.

The next scheduled board meeting is Tuesday, April 9, 2019.

Respectfully submitted,  
Kathryn Hartmann

**List of Documents:**

- Agenda for 3.12.19 BOLT meeting
- Trustees Director's Report from 3/12/2019
- Minutes from 2.26.19 BOLT meeting
- Topsfield Library Monthly Financial Report
- FY2019 Gould Fund A Profile
- Library Capital Plan
- Legal Opinion Letter from KP Law dated 3/9/2019
- Copy of Section 27 from the George L Gould will
- Copy of Commonwealth of Massachusetts Probate / Petition for Instructions
- Probate and Family Court Judgment 8/16/1989
- George L Gould Fund Allocation FY2018 from the Commissioners of Trust Funds
- Library related funds for FY2018