

**Topsfield Town Library Board of Trustees Meeting**  
**Tuesday, May 14, 2019 7:00 p.m.**  
**Library Periodicals Room**

**Present:** Trustees— Gail Bryson, Olivia Gatti, Kathy Hartmann, Abigail Jackson, Janet Kmetz, Ken Scott  
Library Director: Laura Zalewski

**Absent:**

Guests: Dick Gandt

**AGENDA**

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

**Election of New Officers:**

Chair: Abigail Jackson nominated Gail Bryson; Janet Metz seconded; the motion was unanimous.

Vice Chair: Abigail Jackson nominated Janet Metz; Kathy Hartmann seconded; the motion was unanimous.

Secretary: Janet Kmetz nominated Kathy Hartmann; Abigail Jackson seconded; the motion was unanimous.

Liaisons:

Finance Committee and Trust Fund Commissioners: Kathy Hartmann

Art Committee: Olivia Gatti

Music Committee: Abigail Jackson

Friends of the Library: Gail Bryson

**Approval of Meeting Minutes:** - Abigail Jackson made the motion to approve the April 9, 2019 meeting minutes as amended, seconded by Janet Kmetz. The motion was unanimous.

**New Business:**

- Signatures for payroll/bills: Abigail Jackson was voted to sign payroll and be the alternate for bills; and Ken Scott was voted to sign bills and be the alternate for payroll.

- Library holidays: Approval of 2020 calendar – Olivia Gatti made a motion to approve the calendar; Janet Kmetz seconded. The motion was unanimous.

- Public art for libraries

Gail Bryson attended the talk by Meg Black on public art. Laura Zalewski had requested feedback from other libraries on their experiences and policies with public art and prepared a summary of responses. (See attachment.) There was a discussion of issues related to the topic. Laura Zalewski will e-mail the library's current policy and policies from other libraries to the Library Trustees before the next meeting. At the next meeting, the current policy will be reviewed.

- Minutes

There was a discussion about whether the Library Board of Trustee Meetings should be recorded to prevent issues arising from comments not reflected in the minutes. There was a discussion about how detailed the minutes should be. The decision was to keep minutes as a summary of the meeting that includes the general topics discussed and decisions that are made. The decision was made not to record at the present time. If questions arise from the minutes, amendments can be made before the minutes are approved.

**Director's Monthly Report:**

See the attached report from the director for details.

Under facility, it is noted that on three occasions the library experienced substantial leaks on the second floor. The funds for the repair to the roof will not be available until the new fiscal year, after July 1, 2019.

**Former Business:**

- Gould Trust Update – Kathy Hartmann attended the Trust Commissioners meeting on April 1, 2019. The Trust Commissioners interviewed three possible firms for managing the Gould funds. The Trust Commissioners hope to select a firm by July 1, 2019.

Laura Zalewski asked the liaison to ask the Trust Commissioners how the investment management fees will impact the book budget from Gould Fund A. The library needs to spend 19% of the operating budget on books for the library to maintain certification.

There was some discussion about the capital repair needs for fiscal year 2021. In addition to the items currently on the capital plan, repairs and maintenance for the roof need to be determined and added to the capital plan. Laura Zalewski will also speak to the new facilities manager.

Kathy Hartmann will contact the Trust Commissioners about attending the BOLT meeting on September 10 to discuss the projected FY2021 library needs and clarify what Gould B funds will cover.

- Library director's evaluation – Gail Bryson needs one more evaluation from a Library Trustee and will then compile the report.

- FY2020 budget update – The budget passed.

- Art Committee update – Olivia Gatti reported that tomorrow the deCordova will be at the library to switch out the art.

- Music Committee update- Abigail Jackson reported that the Adagio concert in Great Hall was well attended. On July 28 the Providence Brigade Band will play on the Common. On November 8, an a cappella group will be in Great Hall.

- Friends of the Library – Abigail attended the meeting on April 10 and Gail Bryson attended on May 8. The friends are working on recruiting more board members.

**Meeting adjourned:** At 8:45 p.m. Kathy Hartmann made a motion to close the meeting, and Abigail Jackson seconded; the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday, June 11, 2019, 7:00 p.m.

Respectfully submitted,  
Kathryn Hartmann

**List of Documents:**

- Agenda for 5/14/2019 BOLT meeting
- Minutes from 4/9/2019 BOLT meeting
- Public Libraries Responses Document
- Trustees Director's Report
- FY2020 Library Holidays/Early Closings/Closed
- Authorization form for payroll signatures
- FY2019 Gould Fund A Profile
- Monthly Financial Report