Topsfield Town Library Board of Trustees Meeting
Monday, July 22, 2019 7:00 p.m.
Library Periodicals Room

Present: Trustees— Gail Bryson, Kathy Hartmann, Abigail Jackson, Ken Scott
Library Director: Laura Zalewski

Absent: Olivia Gatti, Janet Kmetz

Guests:

AGENDA
Gail Bryson called the meeting to order at 7:02 p.m.

Approval of Meeting Minutes: - Ken Scott made the motion to approve the June 18, 2019 meeting minutes as amended, seconded by Abigail Jackson. The motion was unanimous.

New Business:

- Circulation Policy revision: The current police with suggested changes was reviewed. All changes were approved; see attached policy. Abigail Jackson made a motion to accept and Kathy Hartmann seconded. The motion passed unanimously.

- Massachusetts regulations and standards for public library certification: The committee reviewed the requirements and what percentage of the appropriation must be spent on library materials to maintain certification. This topic will be discussed in September with the trust commissioners.

- Carpet selection for library (except for meeting room): The committee looked at the samples and selected three. Laura Zalewski will ask for larger samples of those three.

- Capital projects: See attached spreadsheet 2020 to 2024. Laura will talk to the town's facility person about installing a third sump pump in the basement and will obtain a quote for the September meeting. The IT issues for the security cameras have been resolved.

Director's Monthly Report:

See the attached report from the director for details.

Former Business:

- Tribute to Audrey Iarocci: Laura Zalewski shared photos of stone benches from Duxbury and Camden. There was a discussion about possible funding sources. Laura Zalewski will find out the cost of a stone bench.

- Gould Trust update:

There was a discussion about the meeting with the trust commissioners at the BOLT meeting on September 10, 2019. Kathy Hartmann will ask the trust commissioners what time between 7:00 and 8:00 p.m. works best. Questions for the trust commissioners were discussed: What did Gould Funds A and B generate last year? What is the expectation for the upcoming year? What is the balance of generated interest and principle? Do we need more than two meetings a year? The library board would like to invite the trust commissioners to the BOLT meeting in January.

• Art Committee: – No update.

• Music Committee update- Abigail Jackson reported that the Providence Brigade band will play on the Common on July 28, 2019 at 4:00 p.m. November 8 there will be an acapella group in Great Hall.

Meeting adjourned: Gail Bryson adjourned the meeting at 8:38 p.m.

The next scheduled Board meeting is on Tuesday, September 10, 2019, at 7:00 p.m.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 7/22/2019 BOLT meeting
- Minutes from 6/18/2019 BOLT meeting
- Borrowing Policy
- Trustees Monthly Director's Report
- Regulations and Standards
- Pictures of Stone Benches
- Library Multi-Year Capital Expenditures
- Fiscal 2019 Library Monthly Financial Report