

**Topsfield Town Library Board of Trustees Meeting
Monday, September 10, 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

Guests: Commissioners of the Trust: David Strachan, Dick Walsh, and Tom Walsh attended at 7:30 PM.

AGENDA

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

Approval of Meeting Minutes: - Abigail Jackson made the motion to approve the July 22, 2019 meeting minutes as amended, seconded by Ken Scott. Janet Kmetz and Olivia Gatti abstained. The motion was accepted 4 – 0.

New Business:

- Correspondence: Laura Zalewski shared a thank you letter from the Community Giving Tree. See attached letter.
- Nancy Babson Gift acceptance and proposal: Discussion of whether the library want to accept a 30 x 40 framed of "The Nest" by Steven Trefonides. Abigail Jackson moved to accept the gift. Janet Kmetz seconded. The motion was unanimously accepted. Nancy Babson also would like to do an art sale in the library meeting room to sell her artwork as a fundraiser for library. There was a discussion of how it would work and suggestion that we let her display her artwork for a month for the sale.
- Carpet samples: Laura showed a sample of the carpet chosen for the lobby, mystery, and periodical rooms. Laura will find out how long this carpet would be available for. Motion to accept the carpet choice by Olivia Gatti, seconded by Ken Scott, and a vote 5 – 1 in favor of the motion.

7:30 p.m. End Library Trustee Meeting and Open Joint Meeting with Trust Commissioners

- Gould Trust Update: The trust commissioners shared two handouts: Library Related Funds and FY2020 Gould Fund A Profile. The trust commissioners explained the investment structure and the reasons why the Gould A budget should still be sufficient to fund the library budget without creating a certification issue.

There was a discussion regarding capital expenditures for the library and the trust commissioners' interpretation of the Gould B parameters. The trust commissioners do not believe the trust should fund security cameras, but will take a formal vote at their next meeting. The trust commissioners support the carpet and painting expenditures for

FY2020 and believe they voted on that at their last meeting. They will check and let the library trustees know.

- Library Capital projects: Janet Kmetz made the motion to move the security cameras and the make-up air unit controller to FY2021. Olivia Gatti seconded. The motion passed unanimously. Capital items are due to the town on Sept. 26.
- The next meeting with the trust commissioners is tentatively set for January 21, 2020 at 7:30 p.m.

8:00 pm End Open Joint Meeting with Trust Commissioners and Return to Library Trustee Meeting

Director's Monthly Report:

See the attached Director Reports for July and August 2019. The roof repair was completed by Marshall Roofing for \$5,600. The HVAC temporary fix for insulation was \$1,647 and the permanent solution would cost \$5,124. The town will pay for the permanent solution out of the Town Facilities and Maintenance Fund.

Former Business:

- Tribute to Audrey Iarocci: This will be tabled until the March meeting. Janet Kmetz will reach out to Audrey's family regarding a bench and Laura is waiting to hear back from the Camden library.
- Art Committee update: – Nothing new to report.
- Music Committee update- The committee is looking for a new member. Peking and the Mystics will perform at town hall on November 8 at 7:00 p.m.

Meeting Adjourned: Janet Kmetz made a motion to adjourn, seconded by Ken Scott. Motion passed unanimously. Gail Bryson adjourned the meeting at 8:38 p.m.

The next scheduled Board meeting is on Tuesday, October 8, 2019 at 7:00 p.m.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 9/7/2019 BOLT meeting
- Minutes from 7/22/2019 BOLT meeting
- Trustees Monthly Director's Reports
- Library Multi-Year Capital Expenditures
- Fiscal 2020 Library Monthly Financial Report
- Library Related Funds
- FY2020 Gould Fund A Profile
- Commissioners of Trust Funds Income Balance Report