

Topsfield Town Library Board of Trustees Meeting
Tuesday, August 18, 2020
Virtual Meeting via Zoom
Call in number: 929 436 2866
Meeting ID: 816 5495 8398
Password: 670040

Present: Trustees – Kathy Hartmann, Gail Bryson, Maureen McCarthy, Cary Playter, Olivia Gatti, Director Laura Zalewski. Trustee Ken Scott joined meeting at 5:31 PM

K. Hartmann called the meeting to order at 5:05 PM.

- **Approval of Meeting Minutes**

- Minutes of July 14th – motion made to approve minutes as amended by C. Playter, seconded by M.McCarthy. Motion approved by unanimous roll call.

- **New Business**

1) Pick up window – Is going well and there is some thought to changing the location of the window which is currently being used. Masks are being worn without problems. The number of books distributed has been lower than usual. Guidelines for re-opening are being worked on and there is consideration to reopening on an appointment basis in September for both browsing and computer use. Thought has been given to hourly appointments with 45 minutes allocated to browsing and 15 minutes for clean-up. The second floor will not be open for browsing. A few libraries in the area have started to reopen. As disinfectant wipes such as Clorox/Lysol are difficult to obtain, M.McCarthy suggested that adding isopropyl alcohol to unscented baby wipes as an alternative solution.

2. National Grid Walk Thru - Replacing lights and cannisters will be \$48,414 with incentives of 8,245 for a total cost of \$40,169 which would result in a simple payback in 4.8 years. Laura has reviewed with facilities director P. Anastasi who indicates that a return of less than 5 years is a favorable one. The next step will be to discuss financial options with Town Administrator. It will also be discussed with the Trust Commissioners as to whether light replacement and upgrades is considered)an upgrade which will benefit the collection/appearance of the Library or 2)maintenance and whether the Gould Fund could be used for this.

3) Trust Commissioners contact – C. Playter spoke to D. Strachan (Chairman/Trust Commissioners) and he is available for next meeting which will be scheduled for 5:30 PM. K. Hartmann will send to invite to all Trust Commissioners when she sends out Zoom Evite. L. Zalewski will distribute latest information on the Trusts to the Trustees.

- **Director's Report**

See attached. HVAC subcontractor came to look at pipes and feels that insulation was the problem. He will reinsulate at no cost.

- **Former Business**

Library re-opening plans – see discussion in “new business”.

Audrey Iarocci Memorial update – K.Scott has been researching and has found a “book” that is made out of wood. He will have a design and present at next meeting.

Friends of the Library – Nothing to report.

Art Committee – Nothing to report.

Music Committee – “Fab Four” concert was cancelled secondary to concerns of Health Agent.

- **Other Business** – Next regularly scheduled meeting would be week after Labor Day and because of possible vacation conflicts, it was decided to reschedule to following Tuesday.

Motion made to adjourn meeting at 5:39 PM by M.McCarthy, seconded by K.Scott - approved by unanimous roll call.

Next scheduled Board Meeting – Tuesday< September 15th at 5:00PM.

Respectfully submitted,

Gail Bryson

List of Attachments

Agenda for 8/18/2020 BOLT meeting

Minutes from 7/14//2020 BOLT meeting

Director’s Report, July 2020

Proposal Horizon Solutions