

TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
October 8th, 2013, Meeting Minutes

Present

Board of Library Trustees: Philip Madell; Chair, Dorothea DeLuca (arrived 7:44),
Kathleen Hoffman, Audrey Iarocci (Mike Massaro not present)
Sean Cunniff, Secretary
Library Director: Laura Zalewski

Chairperson Philip Madell called the meeting to order at 7:33 P.M.

Approval of Meeting Minutes

Audrey Iarocci made a motion to approve the minutes, as amended, of the September 10th Kathleen Hoffman seconded; the motion was approved 4-0. (Mike Massaro, Doe DeLuca not present)

New Business

- Technology Committee Meeting
 - First meeting scheduled for Mon. Oct. 21th.
Members are:
 - Shannon Stevens
 - Derek Gustafson
 - Shannon Stevens
 - Mike MassaroAgenda of first meeting is to assess current status of Library technology.
- Parking lot superseding order of conditions update
 - Inspection of drainage system is missing. Lana Spillman and Holger Luther and Jim McDougal from the ConsCom opened and inspected the sewers. The drains had limited sediment. Final step is to have an engineer write up an operation and maintenance schedule for the system.
- Library lamp at Peabody Essex Museum
 - The PEM is returning a lamp that has been on loan since 1968 and is being returned to the Topsfield Library
- Discussion of “Little Library” Kiosk as a potential Scout project. The Director gave a brief overview of the movement.

Director’s Monthly Report

(see attached report)

Former Business

All listed items were addressed as part of the Director’s report.

- Generator Update
- Historic Commission hearing on chimney for makeup air unit
- Walkway-Eagle Scout project
- Energy Controls
- Capital Plan

Meeting adjourned at 8: 17 P.M.

Respectfully submitted,

Sean Cunniff