

Topsfield Town Library Board of Trustees Meeting
Tuesday, June 8, 2021
Virtual Meeting via Zoom
Call in number: 929 436 2866
Meeting ID: 816 9231 5473
Password: 748747

Present by roll call vote: Trustees – Kathy Hartmann, Gail Bryson, Cary Playter, Ken Scott, Maureen McCarthy, Carolyn Jensen - Director Laura Zalewski

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

- **Election of New Officers**
 - **Chair** – K. Hartmann nominated for Chair by K. Scott, seconded by G. Bryson. Approved by unanimous roll call vote
 - **Vice Chairman** – M. McCarthy nominated by G. Bryson, seconded by C. Playter. Approved by unanimous roll call vote.
 - **Secretary** – G. Bryson nominated by C. Playter, seconded by M. McCarthy. Approved by unanimous roll call vote.
 - **Liasons**
 - **Trust Fund Commissioner** – K. Hartmann
 - **Art Committee** – C.Playter
 - **Music Committee**- C.Jensen, assisted by M. McCarthy/G.Bryson
- **Approval of Meeting Minutes**
 - **May 11, 2021** – Motion to approve as amended by K. Scott, seconded by M. McCarthy. Approved by unanimous roll call vote.
- **New Business**
 - **In Person Meetings** – Library is now open for in-person attendance from 10-12 and 2-5 Monday thru Friday.
 - **Rotating outdoor art installations** – K. Hartunian, town administrator, is trying to make Topsfield more appealing and have folks more interested in stopping downtown. He would like to use library property to display outside art projects which would change 2-3 times a year and probably start in the fall. He did this in Beverly with Monserrat School of Art and will be contacting L. Zalewski with model.
 - **Signatory authorizations for payroll and bill lists**- K. Scott was nominated as primary signatory and M. McCarthy as secondary signatory by C. Playter, seconded by G. Bryson. Approved by unanimous roll call vote.
 - **Re-appointing the Director of the Library** – SelectBoard usually does but as Director is hired by the Board of Trustees, L. Zalewski feels that it is appropriate that they vote on yearly appointment. K. Hartmann will call Lynn Bermudez to clarify. Motion made to reappoint L. Zalewski as Library Director by K. Scott, seconded by C.Playter. Approved by unanimous roll call vote.
 - **DeCordova Art program change**- DeCordova will no longer be bringing art to library to choose from, but will be selected from a package that they will offer. They will try to display pictures in possible settings prior to selecting. . This is secondary to insurance liability. Membership is \$6000 per year which includes the pass and we

are paid thru this year. K. Scott questions whether we want to continue membership. This will be revisited once Committee assesses how new procedure is working,

- **Planning Board Letter to Abutters of #27 High Street** – This concerns proposal for zoning and possible uses of abandoned Town Garage. No action needed at this time.
- **Director's Report** – see attached. Patrons seem happy to come back.
- **Former Business**
 - **Assistant Director Search** – There have been 6 interviews with good candidates. Position will be paid \$9000 less than prior Asst Director due to starting salary.
 - **Facility project**
 - Carpeting – Updated quotes are needed for Children's Room.
 - Lighting project – Should be completed by June 17th.
 - Fire Panel – L. Zalewski is working with company on quote as price has increased.
 - Cameras – have not been purchased as yet.
 - TV – plans to purchase by October.
 - Painting of old lobby and stairway – still needs 2 quotes. Would like to present to Trust Commissioners for approval by September.
 - Self-checkout – has not been purchased as yet.
 - **Audrey Iarocci Memorial** – K. Scott met with student whom has given him an example of what calligraphy would look like and he is pleased with same. Will hopefully be completed by July meeting.
 - **Friends of the Library** – K. Scott and C. Playter attended last meeting. There is a music festival that is being offered by the Topsfield Cultural Council on August 21st and Friends are considering having a book sale at that time.
 - **Art Committee Update** – See prior info on DeCordova.
 - **Music Committee Update** – M. McCarthy has looked into Pops offering for July 4th and there is no information available as yet.

Motion made to adjourn meeting at 6:05 PM by K. Scott , seconded by M.McCarthy - approved by unanimous roll call vote.- Next meeting will be on July 13th, 2021. C. Baker, Governor, will be making determination on June 15th as to whether town public meetings can remain remote and if so, July meeting will be scheduled as same.

Attachments:

Agenda for June 8th BOLT meeting

Meeting minutes May 11, 2021

Director's Report May 2021

Gould Fund A Profile June

Library Financial Report June

Authorized Signatures for Payroll and Vendor Warrants

Planning Board Certificate of Action for Subdivision 27 High Street

Regulations of The Board of Library Trustees of the Topsfield Town Library