

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING

Tuesday January 11, 2022

5:00 PM ZOOM Meeting

Topic: Trustees' Meeting

Time: Jan 11, 2022 05:00 PM Eastern Time (US and Canada)

RECEIVED

By Topsfield Town Clerk at 10:04 am, Jan 06, 2022

Join Zoom Meeting

<https://us06web.zoom.us/j/87340987564?pwd=VXp3NWp0b1VlbnB4RFJDaEJZNEVNdz09>

Meeting ID: 873 4098 7564

Passcode: 619319

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Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner by using Zoom. The information to attend is found on the agenda of the posted meeting which is located on Town of Topsfield's website <https://www.topsfield-ma.gov/>. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, for reasons of economic hardship and despite best efforts, we will post on the library's website (<https://topsfieldlibrary.org>) an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

AGENDA

Meeting Called to Order

Approval of Meeting Minutes

- Approve November 29, November 30, December 1 and December 14, 2021, meeting minutes

New Business

- Revised job description for library associate
- On boarding for new director
- COVID measures

Director's Report

Former Business

- FY2023 budget
- Facility project updates
 - Carpeting schedule – Children's Room scheduled for 1/3/22
 - Painting quotes – Arch painters 1/12 to give estimate
 - Digital display – TV and mounting hardware rec'd. Paul Anastasi to install
 - Fire panel – in the works. Supply chain problem, still no word on install
 - Security cameras – Done
 - Self Checkout station – Ordered

- Basement water leaks quotes – emailed Paul Anastasi
- Friends of the Library update
- Art Committee update (including outdoor sculptures)
- Music Committee update

Meeting Adjourned - Next Scheduled Board Meeting – Tuesday, February 8, 2022 at 5 PM.