

**TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING**

**Tuesday, February 8, 2022**

**5:00PM Topsfield Town Library Meeting Room**

**RECEIVED**

*By Topsfield Town Clerk at 3:45 pm, Feb 03, 2022*

**AGENDA**

Meeting Called to Order

Approval of Meeting Minutes

- Approve January 11, 2022, meeting minutes

New Business

- New library director & staffing updates

Director's Report

Strategic Plan

Former Business

- Facility project updates
  - Carpeting schedule – Children's Room—Done.
  - Painting quotes – Arch painting quote.
  - Digital display – TV and mounting hardware rec'd. Paul Anastasi to install
  - Fire panel – Ordered. Awaiting arrival.
  - Self Checkout station – Ordered. Awaiting Arrival.
  - Front Door – Locksmith Visit.
  - HVAC System Training on February 15
  - Basement water leak project – spoke with Paul Anastasi.

Other Topics

- Friends of the Library update
- Art Committee update
- Music Committee update

Meeting Adjourned - Next Scheduled Board Meeting – Tuesday, March 8, 2022 at 5:00 PM.