

Topsfield Town Library Board of Trustees Meeting
Monday, December 9, 2019 7:00 p.m.
The Meeting Room

Present: Trustees— Gail Bryson, Kathy Hartmann, Janet Kmetz, Abigail Jackson, Ken Scott
Absent: Olivia Gatti
Library Director: Laura Zalewski

Guest: Richard Gandt joined the meeting at 7:09 PM

AGENDA

Gail Bryson called the meeting to order at 7:00 p.m.

Approval of Meeting Minutes: - Janet Kmetz made the motion to approve the November 12, 2019 meeting minutes, seconded by Abigail Jackson. The motion was accepted unanimously.

New Business:

- Discussion of the Photographing of Artwork policy. Laura Zalewski has started researching policies at other libraries, will continue to review other policies, and BOLT will discuss this again next month.
- FY2021 Budget. General discussions of the FinCom and town administrator's budget guidelines as attached. General discussion of some of the library's cost drivers. Budget due to town on December 27. Laura will pull the numbers together and we will need to meet again. Karen Duval is the FinCom liaison.

Director's Monthly Report:

See the attached reports for November 2019 from the director for details.

Former Business:

- Audry Iarocci Memorial – No update. Janet Kmetz will follow up with the family. Gail Bryson asked if the Friends of the Library want to participate and they are interested.
- Capital Plan – BOLT reviewed the Capital Planning Summary. See attachment for updated Capital Plan. Laura Zalweski talked to schools about their camera systems and BOLT discussed pros and cons of camera different systems. Janet Kmetz made a motion to approve the Capital Plan, Ken Scott seconded, and the motion was passed unanimously.
- Gould Trust update – The next meeting with the trust commissioners is on January 21. The Trust commissioners will vote on December 17 on security cameras.
- Art Committee update – Possible January art exhibit by Proctor School.

- Music Committee update – Open mic night on Friday, January 10, 2020 at the Creative Cooperative at 7:00 PM.
- Info Screen: Discussion about whether to have and where to put an info screen with a list of library events. Ken Scott made a motion to support having an Info Screen, Janet Kmetz seconded, the motion passed unanimously.
- Staff luncheon – January 30, 2019 at 12:00 PM. Discussion of food.

Meeting Adjourned: Abigail Jackson made a motion to adjourn, seconded by Janet Kmetz. Motion passed unanimously. Gail Bryson adjourned the meeting at 8:05 PM.

The next scheduled BOLT is on Monday, December 16, 2019 at 4:30 p.m. in the meeting room to discuss the operating budget. The January meeting will be on January 21 at 6:30 PM.

Respectfully submitted,
Kathryn Hartmann

List of Documents:

- Agenda for 12/9/2019 BOLT meeting
- Minutes from 11/12/2019 BOLT meeting
- Topsfield Town Library Photographing of Artwork policy
- Town of Topsfield Finance Committee Budget Guidelines for FY 2021
- Director's Report, November 2019
- FY2021 Budget Instructions from Interim Town Administrator Robin Crosbie
- Topsfield Town Library Monthly Financial Report