

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES
Minutes of the Meeting January 12,2010

Present: Trustees Jennifer Baker, Beth Johnson, Barb Bodengraven, Doe DeLuca, Jim Rossi, Sheila Becker
Library Director, Jackie White
Friends of Library President Gretchen Rehak

The meeting was called to order at 7:32 pm.

Approval of Meeting Minutes

The December 8, 2009, meeting minutes were approved 6-0-0.

Friends of the Library Report

Friends President Gretchen Rehak gave an overview of the Friends' activities in recent weeks:

- Gretchen reported that the next Friends meeting was scheduled to take place on January 13th.
- The Friends holiday activities of gingerbread houses and cookie decorating and crafts were all great successes, garnering publicity in the local press. The Friends chose to honor longtime library volunteer Glenda Blunt at the town's tree lighting ceremony.
- The Friends mid-winter book sale will be held Wed., Feb. 10, through Sat., Feb 13, 2010; Gretchen reported that the Friends are in need of book donations to make this event a success. Their strategy this year is to sell as many books as possible by providing patrons with donated EBSCO bags and allowing them to purchase as many books as they can fit into the bag for a total of \$10.

Gretchen was encouraged by the amount of new volunteers in the Friends organization as well as by the number of those joining. As of this date, Gretchen reported a total of 383 Friends members; the group has a goal of 450. To reach this number, Friends volunteers will be sending out postcards to those who were members in 2008 and 2009, reminding them to rejoin. A Constant Contact mailing will be going out as well.

The Friends committee that oversees adult activities is working on pulling together a Tai Chi event, a St. Patrick's Day Party at the Gould Earn and a wine and cheese author event in April. Details to come.

New Business

Trustees unanimously approved (6-0-0) the newly revised and amended Library's Wireless Internet Policy that had been previously approved at the November meeting.

Director Jackie White informed the trustees that Topsfield's Fin Com is scheduled to review the 2011 Library Budget on Mon., Feb. 22, 2010 at 8:15. Several trustees expressed interest in attending the meeting. As a sidebar, discussion ensued regarding securing town-mandated longevity bonuses for library personnel.

Director's Report

As attached.

To Note: All the trustees were gratified to hear that the town's former requirement of State Certification Compliance forms for library purchases (vs. contractual services) has been resolved in order to more favorably serve Topsfield Library patrons.

Committee Reports

Facility Committee - Jim Rossi outlined the progress of the HVAC replacement project, reporting that the completion date of installation depends on cooperation of the weather.

Music Committee - Trustee liaison Beth Johnson reported that the committee was looking forward to hosting another musical event at the Library on February 5th to celebrate Mardi Gras. Musician Henri Smith and his bass band will perform "Friends and Flavours of New Orleans."

Art Committee - Liaison Doe DeLuca suggested that more events and activities could be planned if someone from the community were interested in being the organizer and leader. She asked trustees to think about who we might ask to join us in these efforts.

Other Business

Trustees discussed the idea of a self-check out system at the library in the future as well as the possibility of securing more access to e-books as the publishing industry and copyright laws evolve. What will the library of the future look like?

With these ideas in mind, trustees also discussed need for some type of endowment or special fund to be used to enhance and help sustain future library initiatives; the fund would need to be defined by a detailed action plan for its use. Ideas for how to solicit donations to this type of fund were also discussed.

Trustees requested a meeting with Friends of the Library to determine what funds are currently held under its purview that could possibly form seed money of this special fund. Jackie will seek the input and advice of the Friends on this matter before the next meeting.

The next meeting is on Tuesday, February 9,2010.

The meeting adjourned at 9:40 pm.

Respectfully submitted, Barbara R. Bodengraven