

TOPSFIEELD TONVN LIBRARY BOARD OF TRUSTEES
Minutes of the Meeting February 9,2010

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

The meeting was called to order at 7:40 p.m.

Approval of Meeting Minutes

The January 12, 2010, meeting minutes were approved 4-0-0.

Friends of the Library Report

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

- Gretchen reported that the Friends latest Newsletter/Marketing piece was mailed on Feb. 9th, due to arrive in Topsfield resident mailboxes within the next week; an abbreviated electronic version was also sent out to those who have shared their email addresses with the Friends via Constant Contact the day before.
- The Friends mid-winter book sale will be held Wed., Feb. 10, through Sat., Feb 13, 2010.
- A membership promotional "Did you forget your friends?" postcard was also recently sent out to Topsfield residents who had been Friends members for the past two years but who had failed to rejoin this fall; it was sent to about 420 people and within days, the Friends had 40 new members! Friends membership as of Feb 9, 2010, stood at 440. Their goal is to have a total of 450 members, which seems like it will come to pass.
- The Friends second round of raffle baskets is on display in the foyer of the library. They have sold more than \$200 worth of raffle tickets in two days; this raffle fundraising effort proved successful in the last go-round, and the Friends are feeling encouraged about this recent effort.
- According to Gretchen, many longtime officers in the Friends of the Library will be stepping down this spring; the group is in need of some new participants, especially someone who will handle the marketing/publicity for the group.

New Business

The steering committee for the Library's Community Read event this spring and summer met for the first time on Jan. 20th; Director Jackie White was very encouraged about how many town residents have stepped forward to volunteer with programming and special events connected to the Community Read event. She will keep us informed as programs get solidified and other events unfold.

Jackie reminded 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. The trustees will discuss this at the meeting with the FinCom. Also to be

discussed at that time is the issue of the town's educational reimbursement fund; the trustees would like to determine what the guidelines are and if library staff members currently enrolled in educational programs may be eligible.

According to Jackie, there have been several unanticipated facility issues with the library's infrastructure recently, including the latest of a defunct water cooler on the first floor. Jackie has planned ahead for these types of expenditures and put reserve funding in place. She is looking into securing a replacement for the cooler.

With the introduction of keeping current with the book publishing industry and electronic access of materials, trustees briefly discussed future plans for securing some electronic reading devices for the library as well as how to expand patron access to e-books. This is an ongoing discussion and will be addressed as technology continues to change and develop with regards to publishing.

Director's Report

As attached.

Committee Reports

Facility Committee - Jackie reported that all supporting materials and lines are in place on the Library's roof, waiting for installation of the final HVAC component.

Music Committee - Jackie also reported that the latest musical event held at the Library on February 5th to celebrate Mardi Gras was a huge success, with many attendees coming from outside the immediate community of Topsfield. Musician Henri Smith and his brass band performed "Friends and Flavours of New Orleans."

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

The meeting adjourned at 9: 10 pm.

Respectfully submitted,
Barbara R. Bodengraven