

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES  
Minutes of the Meeting March 9, 2010

Present: Trustees Jennifer Baker, Barb Bodengraven, Sheila Becker, Jim Rossi, Beth Johnson

The meeting was called to order at 7:38 p.m.

**Approval of Meeting Minutes**

Trustees shelved approval of minutes until the next meeting.

**New Business**

Trustees received a letter from Library Director Jackie White regarding her thoughts on facility management during storms and other disruptions in building operations in the past and how to proceed most effectively in the future. Trustees will address these issues with Library Director at the April trustees meeting.

Library Director also provided trustees with an incident report of the library's recent flooding following the Feb 27<sup>th</sup> storm and a damage assessment report outlining projected associated costs as well as other supporting documents. A discussion regarding incidents of this nature ensued. Trustees agreed that it was necessary to establish certain protocols and procedures when handling these types of unanticipated events and outlined several recommendations as follows:

- Trustees would research the cost and feasibility of securing a backup gas-powered generator for the library to circumvent a longstanding problem: i.e. the sump pumps are unable to work when electrical power goes out, thus allowing flooding and water damage. Since the library has a history of flooding during storms, it was agreed that this is a crucial piece of equipment for the building.
- Trustees would create a crisis committee consisting of library director, current chairperson of the trustees and an additional trustee to be appointed by the chair.
- Trustees would construct a crisis communications plan to be put in place and adhered to by director, staff and trustees during future incidents of this nature. The plan will be written in conjunction with library director and distributed to all library trustees and staff.
- Trustees would assemble a list of emergency response providers to call during a variety of emergency situations at the library, including floods, power outage, air conditioning or heating failures, natural gas emergencies, fallen trees on wires affecting the library, or roof damage from storms or fallen trees and downed wires.
- Trustees determined that a comprehensive updated contact sheet of all current trustees' cell and home phones, email addresses and postal addresses would be assembled before the next trustee meeting in April. Trustee Chair Jen Baker agreed to serve as the point person for this project. There will be a phone tree protocol established, with each trustee

being notified at the earliest possible time about any emergency incident occurring at the library.

- Trustees would review the current snow removal contract for the library and ensure that it is adequate for the library's needs, particularly within an emergency situation.
- Trustees would approach town officials for recommendations on approaching National Grid for reimbursement of specific damages to the library resulting from prolonged power outage.

Trustees proofed and approved the Library Trustees section of the upcoming *Town of Topsfield Annual Report* currently in production.

### **Director's Report**

**As attached.**

**The next meeting is on Tuesday, April 13, 2010.**

**The May Meeting originally scheduled for Tuesday, May 11, 2010, is rescheduled for Monday, May 3, 2010.**

The meeting adjourned at 9:45 pm.

Respectfully submitted,  
Barbara R. Bodengraven