

**TOPSFIELD TOWN LIBRARY
BOARD OF TRUSTEES**
October 11, 2011 Meeting Minutes

Present

Trustees: Barbara Bodengraven, Doe DeLuca, Jen Baker, Sean Cunniff,
Audrey Iarocci.
Library Director: Dana Mastroianni
Guest: Bruce Dyas, Town Green Committee

The meeting was called to order at 7:43 p.m.

Approval of the Meeting Minutes

Doe DeLuca motioned to approve the amended Meeting Minutes of September 8, 2011, Audrey Iarocci seconded the motion; approved 4-0.

Friends of the Library Report

In Beth's absence, Dana updated the trustees on Friends' happenings. The next event is in conjunction with the Ladies Night Out downtown on November 10. The friends will host a Craft Night in the meeting room. Friends are a bit low on cash compared to past years.

New Business

Energy Savings

Bruce Dyas provided a proposal for an Energy Saving Plan for the library as part of National Grid's Energy Efficient Program. The plan details the types of light kits and kilowatt savings in specific locations throughout the library. National Grid would do a direct install and pay 70% of the cost for the upgraded lights. The estimated annual savings would be \$1773.88.

The cost was outlined as follows:

Estimated job cost	Estimated National Grid contribution @ 70%	Library's contribution @ 30%
\$11,956.05	\$8,369.24	\$3,586.82

The cost can also be paid as a lump sum in order to benefit from a 15% discount. The difference of total cost is outlined as follows:

Lump Sum Payment (15% discount)	Library Cost Without discount	12 Monthly Payments (Interest Free)	24 Monthly Payments (Interest Free)
\$3,048.79	\$3,586.82	\$298.90	\$149.45

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Discussion among trustees commenced; with the annual savings of \$1,773, it will take just two years to make up the library's initial cost. Dana discussed the possibility of putting off the upgrade until our recently purchased light bulb supply is depleted. Bruce suggested that it was likely that National Grid hoped to complete the installation before the end of the year. Dana will look into the possibility of returning the light bulbs and also whether National Grid would agree to a delay in the installation.

Old Business

- Dana is still working on the architectural piece at the corner of the building. After the Country Carpenter assessed it, Dana presented a list of follow up items to attend to. See Director's report.
- Upon inspection of the basement, Dana found that the water is coming through the walls—not just up from the floor. We will need to continue to work on this issue.
- Trustees extensively discussed the usage of the meeting room. Dana provided a more detailed breakdown of the statistics of its use. See attached. The trustees and director discussed anticipating and handling the challenges that the library will face if the equipment is upgraded. The board feels strongly that the meeting room retain equitable access to the room. The trustees would like to have an idea of which groups would use the meeting room after the upgrade. The trustees will revisit the documents that Bill Whiting presented to us and will formulate our ideas and bring them to the next meeting.

Art Committee Report

There is a new Art committee member—Phillipe Giunta. Dana also provided a schedule of the upcoming artists booked for the meeting room. It is booked through June 2013!

Music Committee Report

Neal Fitzpatrick, classic guitarist will play on Sunday, October 23, 2011 at 4pm. Dana and Jen will set up for the concert.

Director's Report

See attached.

Adjournment

Audrey Iarocci made a motion to adjourn the meeting at 9:50 pm; Doe DeLuca seconded. Approved 4-0.

Next Board Meeting

The next Board meeting will be held on Tuesday November 8, 2011 at 7:30pm.

Respectfully Submitted,

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Jennifer L. Baker