

## **Topsfield Town Library Board of Trustees Meeting**

**Tuesday, May 10, 2022**

**5PM**

### **Topsfield Town Library Meeting Room**

**Present:** Trustees – Kathy Hartmann, Maureen McCarthy, Carolyn Jensen, Nancy Lehman, and Library Director Dan Tremblay. Gail Bryson and Caroline Playter absent.

K. Hartmann called the meeting to order at 5:01 PM.

**1. Approval of Meeting Minutes** - Motion to accept April 12, 2022 meeting minutes by

M. McCarthy, seconded by C. Jensen. Approved by M. McCarthy, C. Jensen and K. Hartmann. Nancy Lehman, as new board member abstained. These minutes will be reapproved at the June board meeting when a quorum is voting.

**2. New Business**

Election of Officers

Chair-M. McCarthy , nominated by K. Hartmann, seconded N. Lehman, vote was unanimous.

K. Hartmann turned the meeting over to the new chair, M. McCarthy.

Vice Chair-C. Playter, nominated by K. Hartmann, seconded by C. Jensen, vote was unanimous.

Secretary-G Bryson, nominated by K. Hartmann, seconded by N Lehman, vote was unanimous.

Appointed positions

Art Committee head-C. Jensen, members C. Playter, N Lehman

Music Committee head-M. McCarthy, board members G Bryson, C. Jensen, N Lehman

Friends of Library-C. Playter, N Lehman

Liaison to Trust Commissioners and Finance Committee – K. Hartmann

Payroll/Bills signatures-1) K. Hartmann, 2) Cary Playter. Motion to approve by M. McCarthy, K. Hartmann seconded, vote was unanimous.

FY23 Library Holidays- Posted on library website; Juneteenth. June 19, 2023, the library will be closed. December 24 and 26, 2022, the library will be closed. December 31, 2022, and January 2, 2023, the library will be closed.

Meeting Rooms -Policy for applications to use the Topsfield Room or Quiet Study Room and the number of people to be accommodated was updated. The pandemic has necessitated some discretion by library personnel on what is appropriate. Motion to approve by K. Hartmann, seconded by N. Lehman, vote was unanimous.

D. Tremblay and staff plan to update all 15 library policies in 2022-23.

Landscaping and Trees-D. Tremblay spoke with the landscape designer at Corliss., who will revisit the library for a potential design plan, previously quoted at \$1,500, which would be applied toward final Corliss landscaping charge should they be selected. D. Tremblay will seek two other landscaping quotes.

An Essex Technical School instructor contacted Fire Chief Jen Collins-Brown soliciting tree pruning work in Topsfield. Chief Collins-Brown forwarded the contact information to D. Tremblay. The teacher said the library grounds would be an ideal site for their student arborists to work.

Tree removal by professionals appears to have sufficient library funding and can be initiated prior to the landscape job. D. Bond noted that the fir tree and adjacent white barked tree are diseased, but neither would be removed by the town. D. Tremblay will obtain quotes.

Strategic Plan Committee had its first meeting on May 2 and finished the Library Survey questions. D Tremblay is to distribute the survey to the Strategic Plan team to review for input within net 2 weeks prior to going out to the public. The survey will be available on Survey Monkey, the library website, via e-mail, and as paper copies. The survey will available June 1–July 1. Results will be tabulated in July, and then the committee will meet to discuss the final plan.

3. **Director's Report:** Circulation stats remain about the same. Upcoming programming includes "Libraries Working toward Social Justice." There was a discussion about what this means and the need for balanced viewpoints. D. Tremblay explained that the program allows Topsfield to participate in programs for less cost, mostly over Zoom.

The Library of Things continues to acquire more interesting and useful additions. Children's room activities are very popular and well attended.

4. **Former Business:** Self-checkout will be installed on June 2; the fire panel will be installed mid-June. The Marshall Co Roofing cost for repair/maintenance contract is \$3,000. Roof is repaired and there are no leaks so far. New ceiling tiles will be used to replace older water-stained ones.

Discussion of front door replacement to meet ADA accessibility standards. A grant to cover the cost has been denied twice. D. Tremblay will probably add the door replacement to the Capital Project list in FY23 to acquire the necessary funds (\$15,000-20,000).

## 5. Other Topics

Friends of Library: The Strawberry Festival and Friends Book Sale is June 11. The Topsfield Rec Director contacted D. Tremblay about setting up book sales table at a Farmer's Market on the third Thursday of the month over the summer, or have information on the library available. N. Lehman will attend the Friends meeting tomorrow morning and report back to the Board.

Art Committee: Library interior art display is completed with a new visual guide to the art. C. Playter, C. Jensen and Roz Broch met on April 26 to discuss plans for future meeting room exhibits, previous artist contact information, artist application forms and contracts, and plans to add a picture hanging bar along the west wall of the meeting room. D. Tremblay will contact the facility manager for installation after the Art Committee determines what to install.

Music Committee: Two previously discussed concerts are booked through summer-fall with contracts completed. The library staff will take care of publicity for each one. Discussion is ongoing for a possible third concert in October. M. McCarthy will follow up on Topsfield open mic concert, which was cancelled due to Covid.

The Select Board will present a proclamation to L. Zalewski on her service to Topsfield, currently set for June 6 on Zoom.

The Audrey Iarocci presentation will be discussed at next board meeting. M. McCarthy will speak with K. Scott for details.

**Next Meeting** will be June 14, at 5 PM, in the meeting room.

Motion to adjourn the meeting by K. Hartmann at 6:40 PM, seconded by N. Lehman, and vote was unanimous.

Respectfully submitted,

Carolyn Jensen (Acting ) Secretary