

Tuesday, June 11, 2024

5:00PM Topsfield Town Library – Activity Room

Meeting – Called to order at 5:00 PM by Maureen McCarthy

Members Present – Maureen McCarthy, Gail Bryson, Nancy Lehman, Caroline Playter, Roberta Whiting, Carolyn Jensen, Director Dan Tremblay

Reading and Approval of Meeting Minutes

- **Approve May 14, 2024 meeting minutes** – motion by C. Playter to accept with unanimous approval.

Reports of officers, boards and committees

- **Friends of the Library update** - C. Playter – Book sale went well with over \$4000 profit. There is discussion about funding a water bubbler for filling water bottles.
- **Art Committee update** – C. Jensen – Expecting to have a drone photography presentation/class on the town common on September 14th with rain date of 21st as related to art and ongoing exhibit in Activity Room. One sculpture for the lawn has already been reserved for FY25.
- **Music Committee update** – M. McCarthy/G.Bryson – Summer reading program will kick-off June 13th with “Toe Jam Puppet Band” and “Rolie Polie Guacamole” will perform at the conclusion of Summer Reading on August 10th. Fleetwood Mac tribute band “Little Lies”, will perform August 25th. 6P-8P on the Green. “Dueling Pianos” will perform on October 27th, 4-6 PM at Town Hall. Hoping to book Irish Tenor, Brendan Carroll for Sunday, March 16th, 2025. A. Barrett from Historical Society will get back to Maureen about possible use of Gould Barn. Concert will be at Gould Barn or Great Hall. Next committee meeting scheduled for September 16th @ 3 PM.

Budget/Finances – D. Tremblay - see attached. Capital plan submitted last fall reviewed. Basement water remediation was awarded \$20,000 and additional costs up to a \$37,000 total would be split between library operating budget and town facilities budget. Front doors replacement considered to be important, roof was evaluated and was deemed to be in good shape at this time and is being reviewed every 6 months.

Director’s Report – D. Tremblay - see attached.

Unfinished Business

- **Facilities Update** – D. Tremblay – Generator has been repaired and is working well. Landscaping supplies have been ordered and should be planted in the next week. Gutters to be cleaned in the next few weeks and two more companies will be coming out to give quotes. HVAC – There is a significant leak in the window side of

the activity room which happens when A/C is turned on and a leak in the right side of the lobby secondary to a corroded pipe which needs replacing. Library will have to be closed for a day for repair and it is anticipated to be done on June 26th.

- **Music Committee Guidelines** – M. McCarthy – tabled to next meeting.

New Business –

- **FY25 Technology Upgrades** – D. Tremblay – Need for new server, data migration, wifi and control PCs along with protection for same and necessary warranties. \$15,000 was awarded at town meeting. Previous company used will be asked to come out in July/August to evaluate.

Schedule Next Board Meeting – August 13th, 2024 at 5 PM in Activity Room

Meeting Adjourned – Motion by C. Playter to adjourn meeting at 6:23 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda June 11, 2024

Minutes May 14th, 2024

Director's Report June 2024

Monthly Financial Report FY 2024 thru May

Gould A and B Fund Profiles 2024 thru May

Monthly Book Acquisition Financial Report FY 2024 thru May

Five year Capital Plan Summary/2023