

Tuesday, November 12, 2024

5:00PM Topsfield Town Library – Library Periodical Room

Meeting – Called to order at 5:07 PM by M. McCarthy

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

Reading and Approval of Meeting Minutes

- **Approve October 8, 2024 meeting minutes** – motion by R. Whiting to accept with unanimous approval. G. Bryson abstained secondary to absence from meeting.

Reports of officers, boards and committees

- **Friends of the Library update** – Sign up for Gingerbread house is in newsletter. Secondary service desk installed in library, water fountain/bottle filler has arrived and awaiting installation by plumber, probably next week. Friends will be on hand in Library Activity Room for Refreshments during Holiday on the Green on Saturday December 7.
- **Music Committee update** – M. McCarthy/G. Bryson – Still waiting on Creative Co-op to commit for Open Mic. Dueling pianos was well attended. Irish Tenor scheduled. Looking at many different performers for summer concert.
- **Art Committee Update** – C. Jensen – Sculptures presently at library will be removed starting December 2nd, with replacement sculptures arriving throughout the first week of December. Roz Broch will video record artist art installation and create video that can be accessed by patrons to learn about the art and artists. It was suggested that the videos be linked to with a QR code that can be included in a brochure and possibly at the sculpture site as well. Committee has not discussed a possible sponsorship by Sandy Runnion (from the Art Room) of a grandparent/child activity as yet but there is indication from the group that this should be offered at the library and not at the Art Room venue. There is an art exhibit of paper rings done by Topsfield residents which needs to be moved from Town Hall and Library has been asked if they would like to take possession. This will be reviewed by Art Committee with recommendation for possible placement.

Budget/Finances – D. Tremblay – see attached. Final yearly report from T. Walsh (Chairman/Trusts) is forthcoming.

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

Unfinished Business

- **Facilities Update** – D. Tremblay – Basement drain project completed. Weather has been very dry to date, so difficult to evaluate performance at this time. Total cost was \$22,900 with \$2,900 from library operating budget with addition of \$20,000 from the Town warrant article. Elevator pit sump pump has also been upgraded. Painting of vestibule and circulation area will start soon. Annual preventative maintenance for the roof was done and rubber roof and slate roof look fine. Hoping that installation of water station will be ready by December 10 for “Holiday on the Green.”

New Business

- **Library Bulletin Board Policy** – D. Tremblay – Distributed. Initial suggestions are to possibly include all bulletin boards which are one in foyer, one on the second floor. Board to look at possibly language about the TV. Policy to be reviewed by Director, staff and Trustees and then discussed at next board meeting.
- **Library Volunteer Policy** – distributed. To be reviewed and will be further discussed at next meeting.

Schedule Next Board Meeting – December 17^h, 2024 at 5 PM in Activity Room

Meeting Adjourned – Motion by to adjourn meeting R. Whiting at 6:08PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Meeting agenda, Tuesday, November 12, 2024

Minutes Tuesday October 8, 2024

Director’s Report October 2024

Monthly Financial Report FY2025 thru October 2024

Gould A and B Fund Profiles FY2025 thru October 2024

Bulletin Board Policy

Volunteer Policy