

Tuesday, August 13, 2024

5:00PM Topsfield Town Library – Activity Room

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

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

Reading and Approval of Meeting Minutes

- **Approve June 11, 2024 meeting minutes** – motion by to accept by C. Playter with unanimous approval.

Reports of officers, boards and committees

- **Friends of the Library update** – N. Lehman – Aquarium and MFA passes renewed. Copier prices increased. Group is discussing funding water fountain or AV equipment.
- **Art Committee update** – C. Jensen – Stephen Fantone will install drone photography on August 30th. Reception will be combined with outdoor drone demonstration on the Common on September 14 with rain date September 21, which has been reserved from 10A-3P. Peter Millar will be doing photography exhibit during October with reception on October 9th. A two artist combination exhibit is planned for November with new sculpture installation planned for December.
- **Music Committee update** – M. McCarthy/G.Bryson – “Little Lies”/Fleetwood Mac tribute band scheduled for August 25th from 6P-8P on the Common. “Dueling Pianos” is playing on October 27th at Town Hall and an Irish Tenor will be at either Town Hall or the Gould Barn in March – venue to be determined.

Budget/Finances/Capitol Plan – D. Tremblay – see attached. All spending was on target for FY24. There was a budget excess of \$367.37 to be returned to General Fund. An increase in funding will be requested from Gould A for next fiscal year. It is anticipated that more money will be spent purchasing EBooks.

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

Unfinished Business

- **Facilities Update** – D. Tremblay – Basement remediation to be completed with expenditure expected to be \$27,000 (\$20,000 allocated/Town and \$7,000/Library Budget). Door replacement to be requested via warrant for next year – in interim, suggested that sign be put on door indicating doorbell for those unable to open. Three HVAC units on 2nd floor will need repairs in near future. New chairs/ottomans have been ordered for Children’s Room. Shelves have been assembled and installed. Roof

replacement estimate is anticipated in the next two years. R. Whiting and D. Tremblay had meeting with Gregor Smith (Town Hall Building Committee) and Sam Morin (Town Administrator Admin. Asst.) to discuss monies remaining in PEG for audio/video updating in Great Hall of Town Hall.

- **Music Committee Guidelines** – M. McCarthy – Revised guidelines reviewed. Motion to approve by N. Lehman with unanimous approval.

New Business –

- **FY25 Trust Commissioner Projections** – D. Tremblay- Library Budget for FY 2025 will be \$700,526 with 19% or approximately \$133,100 to be spent on patron borrowing materials/access services. Other requests being considered are more shelving for Children’s room, painting of first floor, A/V equipment for Activity Room and usual programming, art and music requests.

Schedule Next Board Meeting – September 10th, 2024 at 5 PM in Activity Room

Meeting Adjourned – Motion by N. Lehman to adjourn meeting at 6:07 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda June 11, 2024

Minutes May 14th, 2024

Director’s Report June/July 2024

Monthly Financial Report FY thru June 2024

Monthly Financial Report FY2025 thru July 2024

Gould A and B Fund Profiles FY2025 thru July 2024

Gould A and B Fund Profiles FY2025 thru July 2024

Music Committee Guidelines