

Tuesday, December 17, 2024

5:00PM Topsfield Town Library – Activity Room

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

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

Members Absent – Roberta Whiting

Reading and Approval of Meeting Minutes

- **Approve November 12, 2024 meeting minutes** –motion by C. Playter to accept with unanimous approval.

Reports of officers, boards and committees

- **Friends of the Library update** – N. Lehman – There was a good turnout for gingerbread houses. There were 222 memberships in 2024 and new membership notices have been sent. Wenham Museum, Children’s Museum and Isabella Gardner Museum passes have been renewed. Usage has resulted in \$30,000 savings for patrons over the past year. Next meeting is scheduled for January 8th.
- **Art Committee update** – C. Jensen – New sculptures have been installed. Brochures to be distributed. The new camera was used for the installation videos and QR codes can be used for patron access. Two of the artists would like to do in-person talks. Ted Reinstein will be speaking on April 8th at the Great Hall. A watercolor donated by Mary Hayden was hung in the Activity Room during the 150th Anniversary celebration. Art Committee will continue to review all art donations.
- **Music Committee update** – M. McCarthy/G. Bryson – Meeting was held with Noel Cody Mumford who is willing to coordinate Open Mic Night which will be on Friday, February 7th, likely from 7-9 PM. Gould fund will pay for sound engineer and Friends of the Library will be asked to donate funding for snacks. Next music committee meeting is January 14th at 4 PM. Brendan Carroll, Irish tenor will perform at the Great Hall on March 9th at 4PM.

Budget/Finances – D. Tremblay – see attached. Finances are on target. We are still waiting for the yearly report from the Trust Fund Trustees. D. Tremblay will contact T. Walsh, chair, regarding same.

Director’s Report – D. Tremblay - see attached. Appreciation expressed to library staff for successful presentation and events of 150th Library celebration.

Unfinished Business

- **Facilities Update** – D. Tremblay – Painting in foyer is completed and first floor area to be done in January. Basement has stayed dry. Fountain/water bubbler filler installed. Locksmith made necessary repairs and adjusted outside doors to close slowly. New outside doors are scheduled to be requested from Town for FY26 – Town Administrator K. Harutunian has requested discussion with Chair and Co-chair of Trustees as to feasibility of request at this time. D. Tremblay will look into possibility of retrofitting doors with mechanical openers which could be less expensive.
- **Library Bulletin Board Policy** – Reviewed and suggestions made. Changes to be incorporated in document and will be reviewed at next meeting.
- **Library Volunteer Policy** – deferred to next meeting.

Schedule Next Board Meeting – January 14, 2025 at 5 PM in Activity Room

Meeting Adjourned – Motion by to adjourn meeting C. Playter at 6:25PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Meeting agenda, Tuesday December 17, 2024

Minutes November 12, 2024

Director's Report November 2024

Monthly Financial Report FY2025 thru November 2024

Gould A and B Fund Profiles FY2025 thru November 2024

Topsfield Town Library Bulletin Board Policy (first draft = 12/20/24)