

**Tuesday, January 14, 2025**

**5:00PM Topsfield Town Library – Library Periodical Room**

**Meeting** – Called to order at 5:07 PM by Maureen 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 December 17, 2024 minutes** – motion by C. Playter to accept with corrections with unanimous approval. R. Whiting abstained secondary to absence from previous meeting.

**Reports of officers, boards and committees**

- **Friends of the Library update** – N. Lehman - YTD patron support thru donations over \$4,000. Gingerbread house construction/decorating netted \$1,658.
- **Music Committee update** – M. McCarthy/G. Bryson – Open Mic night is on Feb 7th at Great Hall, 6:30-8:30 PM. March 9<sup>th</sup> is Irish Tenor Brendan Carroll at Great Hall. Ben Eramo, a Billy Joel tribute performer, has been contacted and we will request August 24<sup>th</sup> for his performance. Next meeting is March 11<sup>th</sup> and will consider getting a Country/Western performer(s) for the fall 2025.
- **Art Committee Update** – C. Jensen – Editing software has been received so videos can be entered and artists will be contacted to do video presentation for a \$250 stipend. Committee is looking for large picture to replace one at front desk. Heidi Zander is an artist from Gloucester who is being considered and work can be seen at ARTatlantic @AOL.com. Artist bookings for Activity Room have been doing well.
- **Budget/Finances/Capital Plan** – D. Tremblay – see attached. All on target. Gould Fund Report reviewed.

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

**Unfinished Business**

- **Facilities Update** – D. Tremblay – First floor circulation area painting should be completed by the end of the month. New part is being ordered for generator. D. Tremblay, M. McCarthy and C. Playter recently met with Kevin Harutunian about library front door request proposed for fiscal 2026 which will be postponed to fiscal 2027 secondary to more critical town monetary needs. D. Tremblay has discussed reapplying for grant for same with J. Collins Brown, Fire Chief. Opener boxes for doors will be priced.
- **Update on A/V improvements at town hall** – D. Tremblay - ProAV has evaluated Great Hall at Town Hall for drop down screen, LCD laser projector and speakers/amp with a

quote of \$51,565 which includes installation and one year warrantee. PEG (Public, Educational and Governmental) funds may be available to pay for this. R. Whiting and D. Tremblay will discuss use of funds with Town Administrator.

- **Library Bulletin Board Policy** – D. Tremblay – Revised policy reviewed. Motion to accept by N. Lehman and seconded with unanimous approval.
- **Library Volunteer Policy** – Electronic version will be sent out for Trustee response/changes by February 4<sup>th</sup> and D. Tremblay will send out revised policy for review prior to next Board meeting.

#### **New Business**

- **Trustee Resignation** – C. Jensen – will be relocating to Colorado and last meeting attendance anticipated to be in April.

**Schedule Next Board Meeting** – February 11<sup>th</sup>, 2025 at 5PM in Activity Room

**Meeting Adjourned** – Motion to adjourn meeting at 6:31PM by C. Playter and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Meeting agenda, Tuesday, January 14, 2025

Minutes Tuesday, December 17, 2024

Director's Report December 2024

Monthly Financial Report FY2025 thru December 2024

Gould A and B Fund Profiles FY2025 thru December 2024

Commissioners of Trust Funds Report Gould Fund Fiscal 2024 thru June 2024

Library Bulletin Board Policy

Library Volunteer Policy