

Tuesday, May 14, 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, Carolyn Jensen, Nancy Lehman, Caroline Playter, Roberta Whiting, Director Dan Tremblay

New Business

- **2024 Board Member Election** – M. McCarthy – M. McCarthy nominated for Chairperson by C. Playter, seconded with unanimous approval. C. Playter, nominated for Vice Chairperson by M. McCarthy, seconded with unanimous approval. G. Bryson nominated for Secretary by N. Lehman seconded with unanimous approval. M. McCarthy appointed R. Whiting as Trust Commissioner liaison and C. Playter and R. Whiting as signatories. C. Jensen, N. Lehman and C. Playter will serve on Art Committee and M. McCarthy, G. Bryson and R. Whiting will serve on Music Committee.
- **Director's Performance Evaluation with Town Administrator** – M. McCarthy – Meeting on May 9th with D. Tremblay and K. Harutunian to review D. Tremblay's evaluation per his request as part of the effort to have the town departments working as a team. K. Harutunian affirmed his positive job performance.
- **FY25 Library Holidays and Closures** – D. Tremblay - see attached. Holidays/closures for FY25 done per precedent. Motion accept and to open for 4 hours only on New Year's eve day made by R. Whiting and seconded with unanimous approval.

Reading and Approval of Meeting Minutes

- **Approve April 9, 2024 meeting minutes** - motion to approve with corrections by C. Playter and seconded with board approval. G. Bryson abstained secondary to absence from meeting. R. Whiting abstained as meeting was prior to board election.

Reports of officers, boards and committees

- **Friends of the Library update** – C. Playter – Book sale at Strawberry Festival is planned. Presale evening for Friends on Wednesday, June 5 and actual sale will be on Thursday, Friday and Saturday. Sean Smith was recognized for his Earth Day contribution.
- **Art Committee update** – C. Jensen – James Kitchen, (Saturn sculpture) will speak on numerous topics on June 25th @ 4:30PM. Prints by John Gentile to be installed in Mystery Room. Reception this year for artists was poorly attended and different alternatives to be discussed. Video will be considered. Next meeting May 29 at 10:30.
- **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 near the conclusion of Summer Reading in August. Fleetwood Mac tribute band "Little Lies",

will perform August 25th. 6P-8P on the Green. “Dueling Pianos” will perform on October 27, 4-6 PM at Town Hall. Open Mic Night proposed for January – will hopefully coordinate with Noelle Cody Mumford (Creative Co-Op). Suggestion for Irish Tenor around St. Patrick’s Day – to approach Anne Barrett (Historical Society) about possible use of Gould Barn. Next meeting is September 16th @ 3PM

- **Budget/Finances** – D. Tremblay – Budget on target. See attached.

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

Unfinished Business

- **Facilities Update** – D. Tremblay – Generator being repaired. Air conditioning to be turned on soon. Phase 1 and Phase 2 Plans approved with Cole Landscaping. Planting will be started in approximately two weeks.
- **FY 25 Budget** – D. Tremblay – Library budget approved at town meeting along with articles for basement water remediation and updated IT. M. McCarthy asked that copies of Capital Plan be brought to next meeting.
- **Music Committee** – M. McCarthy - Guidelines reviewed and will be rewritten – to be reviewed again at next meeting.

Schedule Next Board Meeting – June 11, 2024, at 5 PM in Activity Room.

Meeting Adjourned – Motion by to adjourn meeting at 6:26PM by C. Jensen and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda May 14, 2024

Minutes April 9, 2024

Director’s Report April 2024

Monthly Financial Report FY 2024 thru April

Gould A and B Fund Profiles FY 2024 thru April

Monthly Book Acquisition Financial Report FY 2024 thru April

Music Committee Guidelines

FY25 Holidays and Closing Proposal