

**Tuesday, October 8, 2024**

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

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

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

**Members Absent** – Gail Bryson

**Reading and Approval of Meeting Minutes**

- **Approve September 10, 2024, meeting minutes** – motion to approve with corrections by C. Playter and seconded with unanimous approval.

**Reports of officers, boards and committees**

- **Friends of the Library update** – N. Lehman – The friends have funded a new desk for the Children’s Room and a new water fountain with a water bottle filling station for the first floor with additional funds left over. The library patrons made frequent use of the museum passes for the month of August, most notably the New England Aquarium, New England Zoo, and the Museum of Fine Arts. Membership renewal cards will be mailed out in November. The Friends participated in the home grown markets this summer with good response. Next meeting is scheduled for tomorrow.
- **Art Committee update** – C. Jensen - The committee is in the process of selecting two additional sculptures for its yearly display in front of the library grounds. The drone presentation on the Topsfield Common was successful with good attendance. The Activity Room is booked with artist exhibits through May 2025. The committee funded \$150 for two virtual programs for library patrons this month: Women Impressionists and Art of Edward Hopper. M. McCarthy reports the Topsfield Alliance Committee had a member (Sandy Runion – owner of Art Room) will be sponsoring an Art activity for grandparents and grandchildren to paint together which she will seek a Grant for instructor and supplies. M. McCarthy asks if the Activity Room would be a good venue for that program and could Gould Fund consider sponsoring this event. The Art committee will take request under discussion at the next meeting of the committee - scheduled for October 31, 2024, at 10:30 AM.
- **Music Committee** – M. McCarthy - Reports that the Creative Co-Op will be sponsoring the Open Mic Night projected for late January or early February 2025 - no firm date yet. Music Committee will assist with funding for surround sound for this event – approximately \$600 from Gould Fund. On target for presentation of Dueling Pianos – The Flying Ivories Event Sunday, October 27, 2024, at Town Hall at 4 pm and Brendan Carroll (Irish Tenor) Sunday, March at Town Hall, Sunday at 4 pm. event (March 9, 2025). Several other

musical events being discussed for next summer. Next Music Committee Meeting Nov 4, 2024 @ 3pm Library Topsfield Room.

**Budget/Finances** – D. Tremblay – see attached. Reports maintenance budget may be exceeded due to repair issues and project in basement. Town Administrator is aware.

**Director's Report** – D. Tremblay - see attached. Reminder that library will celebrate its 150<sup>th</sup> Anniversary as a public library will be December 10<sup>th</sup> @ 5:00 pm. Trustees will move December meeting to 4 pm to participate in this event.

**5:35 PM: Motion to adjourn Library Trustees Meeting by M. McCarthy and open joint meeting with Trust Commissioners**

- **Gould Small Trusts Introduction and Update** – Thomas Walsh, chair. Maureen Donahue introduced as new Trust Commissioner. Mark Rafferty absent. Commissioners are pleased with how Funds did this year. Commissioners feel Eastern Bank is doing a good job relative to peers. Handout distributed to Trustees and Director reflecting small Trust Fund balances as of June 30, 2024. There may be insufficient interest in Gould A to entirely fund all materials spending for the coming year, so may be allocating money from Small or other Trusts – determinations to be made within next two weeks. T. Walsh (Trust Commissioner) to forward additional fund information to Director and Trustees.
- **FY25 Trust Request Outline – Topsfield Town Library** – see attached. D. Tremblay distributes to Trust Commissioners with explanations of costs of lending materials, (previous years – Gould A and small Trust) art programs, music programs, adult and children's programming (Gould B) request outline.
- **Library Improvement Projects** – D. Tremblay – Proposed requests given (see attached). Requests for 1<sup>st</sup> floor painting, activity room A/V and programming improvements, shelving (Gould B), landscaping (phase 2 – already approved FY 24 – Gould B). Requests were looked favorably by trust commissioners and will be voted on at upcoming meeting with final determination of allocation from each of the funds (Gould A/Gould B). T. Walsh to notify D. Tremblay via e-mail within two weeks. Trust Commissioners will also forward updated balances (FY 25 first quarter) of all Gould Trust Funds to Trustees.

**6:20 PM: Trust Fund Meeting Adjourned** – Board of Trustees Meeting reconvened and called to order by M. McCarthy.

**Unfinished Business**

- **Facilities update - Basement/AC Condenser/Generator** – D. Tremblay – Work on basement should be completed in coming days. AC condenser refrigerant leak fixed. Generator will undergo yearly check Oct 18<sup>th</sup>. The heat will be turned on in the building next Tuesday.

**Schedule Next Board Meeting** – Tuesday, November 12th @ 5PM in the Activity Room.

**Meeting Adjourned** – Motion by C. Playter to adjourn meeting at 6:30 PM and seconded with unanimous approval.

Respectfully submitted,

Nancy Lehman, Trustee

Attachments:

Agenda Tuesday, October 8, 2024

Minutes September 10, 2024

Director's Report September 2024

Topsfield Town Library Monthly Financial Report

FY 25 Trust Request Outline – Topsfield Town Library

Gould A Small Trust Funds June 30, 2024, Balances