

Wednesday, February 12, 2025

5:00PM Topsfield Town Library – Director's Office, 2nd Floor

Meeting – Called to order at 5:03 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 January 14, 2025, meeting minutes** – Motion by R. Whiting to accept with corrections, seconded, approved with unanimous approval.

Reports of officers, boards and committees -

Friends of the Library update – N. Lehman – Membership is at 175 members. Friends will provide \$500 scholarship to Masconomet student this year. Friends renewed pass to Science Museum. Slow River will provide two classes this year with support of Friends, will probably begin in April. Friends will have a table at the Topsfield Volunteer Social Event at the Gould Barn on March 19. Friends will begin preparing for the book sale at the Strawberry Festival on June 4 and will offer access to the book sale for Friends members when the Summer Reading Kick Off Party starts on June 13 if Lindsey (library Children's Head) approves.

Art Committee update – C. Jensen - Roz is working with the software on new video camera recently purchased. One of the sculpture artists will be scheduled to speak to the community, hopefully in May. The Activity Room is fully scheduled for 2025. On March 3, 2025, at 2:30 p.m. Heidi Caswell Zander (artist) from Rockport will bring four pieces to the library for viewing and selection for the piece that will be displayed behind the circulation desk. The next meeting of the Art Committee is scheduled for February 26, 2025.

Music Committee – M. McCarthy - Open mic night (Feb 7th) was successful, with many young participants. Irish Tenor (Brendan Carroll) will perform March 9th at 4:00 pm at Town Hall. Music Committee has secured a Billy Joel tribute performance (Ben Eramo) to take place at Town Green Sunday, August 24, 2025, at 6:00 p.m. Next Music Committee meeting is scheduled for March 11th.

Budget/Finances – D. Tremblay – Reviewed budget and finances with Board members – see attached. On February 3rd, D. Tremblay, R. Whiting, and M. McCarthy met at Finance Committee Meeting with D. Tremblay reviewing FY26 Library budget to FinCom. See attached.

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

Unfinished Business -

- **Facilities Update** - D. Tremblay - The interior painting is completed. D. Tremblay and the maintenance person have been doing some minor touch up painting - water damage spots in the upstairs and downstairs restrooms have been repaired.
- **A/V Improvements** - D. Tremblay is in the process of securing a third quote to bring to the town administrator. This is for A/V improvements at Town Hall to be paid for with PEG funding – D. Tremblay assisting with advice on suitable equipment for programming. Town Hall is looking for drop down screen, LCD laser projector and speakers/amp to improve acoustics for performances. ProAV and Aztec Technologies have provided bids and KTS to provide third quote.
- **Library Volunteer Policy** - D. Tremblay - Revised policy reviewed. Motion to accept as amended by C. Playter, seconded, and unanimously approved.
- **Library Privacy and Confidentiality Policy** - D. Tremblay – Electronic version will be sent out for Trustee response/changes by March 4th. This will require careful review. D. Tremblay will send out revised policy draft for review prior to next Board meeting.

Schedule Next Board Meeting - March 11, 2025, at 5:00 PM in the Activity Room.

Meeting Adjourned - Motion to adjourn the meeting at 6:17 PM by R. Whiting, seconded with unanimous approval.

Respectfully submitted,

Nancy Lehman, Trustee

Attachments:

Meeting agenda, February 12, 2025

Minutes, Tuesday, January 14, 2025

Director's Report, February 2025

Monthly Financial Report Fiscal 2025

Gould A and B Fund Profiles FY 2025

Library Volunteer Policy

Library Privacy and Confidentiality Policy

