

Topsfield Town Library Board of Trustees Meeting

Tuesday, February 8, 2022

5PM

Topsfield Town Library Meeting Room

Present: Trustees – Kathy Hartmann, Gail Bryson, Cary Playter, Maureen McCarthy, Ken Scott, Carolyn Jensen, Director Dan Tremblay

K. Hartmann called the meeting to order at 5:02 PM.

- **Approval of Meeting Minutes** - Motion to accept January 11, 2022 meeting minutes with corrections M. McCarthy, seconded by C. Playter. Approved unanimously.
- **New Business**
 - **New Library Director and Staffing Updates** – D. Tremblay has been assessing work flow and feels that there is a need for an “on call” staff who would be trained but not paid unless they were called in and would be used to cover sick/vacation time and other needs. He is familiar with this and it is used successfully in North Reading. There is an estimated 8 hours for training. Staff may be paid out of State Aid, if necessary. He will discuss feasibility of this with K. Harutunian, Town Administrator.
 - **Strategic Plan** – This is due in October. D. Tremblay has been involved with this in the past and can be done in a few ways. He suggested forming a Committee and surveying the town for possible wants/needs. He will present a time-line at the next meeting.
- **Director’s Report** – see attached. Circulation is back to normal, visits are still down. G. Bryson asks that “Friends Membership Sign up” on Library WebPage be reviewed for ease of use and also the feasibility of a subscription to “the Chronicle” (formerly Tri-Town Transcript) be investigated as it is digital and no longer available as a paper copy.
- **Former Business**
 - **Facility project updates**
 - Carpeting –Children’s room completed. Second floor carpeting a possibility for next year.
 - Fire Panel – Parts in, waiting for installation.
 - Arch Painting quote received. See attached. There are questions as to the plan for what is to be painted this year and plan will be reviewed by D. Tremblay.
 - Digital display – TV purchased and here. Waiting for P. Anastasi to install.
 - Self-checkout – ordered with no shipping date.

- Basement water leak quotes – Quote received, see attached. It is noted that this is just for basement demolition and no remediation. There are questions as to what next step would be and how/when it would be accomplished. Engineering plan needs review and D. Tremblay will distribute.
- Replacing bubblers with water stations – added to 2023 budget.
- Front Door – Locksmith visit awaiting parts.
- HVAC System Training planned for February 15th.
- **Friends of the Library** – C. Playter announced that there was over \$1000 raised from Gingerbread Houses. Friends information would like to be added to Digital Display. There is a meeting tomorrow and she will try to attend.
- **Art Committee/Outdoor Sculpture** – Four prints are being framed and will be hung after DeCordova contract ends on March 31st. An art installation plan is in progress and it is hoped to have an estimate by the end of February for painting removal and replacement. There is \$4200 submitted in next year's budget for a landscaping plan. C. Playter questions whether a particular tree can be removed and will need to be discussed with tree warden for feasibility of same and possible town removal. C Jensen will discuss sculpture artisan's presentations with Becca Boudreau who has been working with her on this.
- **Music Committee Update** –M. McCarthy – Nothing new at this time to report.

Motion made to adjourn meeting at 5:28 PM by K. Scott, seconded by C.Playter with unanimous approval.

Gail Bryson, Secretary

Attachments:

Agenda February 8, 2022 BOLT meeting

Meeting minutes January 11, 2022

Director's Report January 2022

FY 2022 Monthly Financial Report

Gould B expenditures FY07/2022

Gould A FY 2022

Gould A Small Trust FY2022