

Topsfield Town Library Board of Trustees Meeting

Tuesday, March 8, 2022

5PM

Topsfield Town Library Meeting Room

Present: Trustees – Kathy Hartmann, Cary Playter, Maureen McCarthy, Ken Scott, Carolyn Jensen, Director Dan Tremblay. G. Bryson absent. Guest in audience N. Lehman.

K. Hartmann called the meeting to order at 5:01 PM.

- **Approval of Meeting Minutes** - Motion to accept February 8, 2022 meeting minutes K. Scott seconded by C. Jensen. Approved unanimously.
- **New Business**
 - **Trees on Library Property** – D. Tremblay has spoken with D. Rich (Town Hall) and referred to D. Bond (DPW/Tree Warden). D. Tremblay is awaiting return call. Discussed minor tree trimming handled by DPW, any major changes would likely have to come out of library budget. D. Tremblay will contact C. Playter and/or C. Jensen when property walk around occurs to further discuss future outdoor landscape plans for library.
- **Director's Report** – see attached. Circulation is back to normal; visits are still down from pre-pandemic times.

K. Hartmann asks about those not on Facebook, can items posted there be accessed without “joining” social media website? D. Tremblay will ask B. Boudreau to further research this, but feels this is driven by social media website and not library. “Friends Membership Sign up” on Library Webpage has been reviewed and added for ease of use and also the feasibility of a library subscription to “The Chronicle/Transcript” (formerly Tri-Town Transcript) is being further investigated by R. Broch as it is digital and no longer available as a paper copy.
- **Strategic Plan** – D. Tremblay discussed timeline, develop group from various agencies in town - Library Trustee, Friends of the Library representative, grammar school library representative, local businessperson, COA representative and others interested. Group to potentially meet over Springtime for library survey development and distribution with library staff also involved. Plan to distribute survey May/June 2022 (mainly digitally to be available on library webpage, Facebook webpage, at library counter, town hall, rapid pickup bags) and to develop over summer when surveys returned for draft of strategic plan to be submitted to Library Trustees end of summer for final review and submission by October 2022. M. McCarthy will be Library Trustee representative (C. Jensen also available).

- **Former Business**

- **Staffing updates**

- D. Tremblay to meet again tomorrow with K. Harutunian (Town Administrator) regarding “on call” staffing discussed last month.

- **Facility project updates**

- Arch Painting quote received. D. Tremblay spoke with B. Timmons (painter) for dates early Spring for the old front lobby entrance and front staircase. 2nd floor walls in old front entrance more involved and may need to be pushed to next fiscal year. Gould trustees will be approached for FY23 painting funds at their next meeting in the fall.
- Digital display – TV installed by P. Anastasi with library staff assist. Also added shelf underneath for patrons to utilize to take fliers and brochures.
- Fire Panel – still awaiting electronic chip - not in, waiting for installation. Needs to be completed this fiscal year. Sprinklers inspected yesterday by A.S.A.P. – went well with few minor “quick fixes” needed with paperwork to repair which will be given to D. Tremblay with costs. Fire extinguishers also inspected today by North Shore Fire Appliance. Inspection passed. One extinguisher out for repair, loaner currently in its place.
- Self-checkout – ordered with no shipping date – awaiting chip.
- HVAC System Training completed – D. Tremblay and R. Broch
- Basement water leak quotes – Quote received. It is noted that this is just for basement demolition and no remediation. D. Tremblay met with K. Harutunian discussing the engineering plan and regarding \$14,000 quote for Phase 1 plan. This would leave basement useless until further funding. D. Tremblay discussed the possibility of adding 1-2 sump pumps to help remediate the water issue that gets into primarily the break room and the elevator room. Primary focus is to keep all areas “safe” with no exposure to mold buildup, etc. All aware water table index is high in the library area and sump pumps in place are running frequently to ensure no standing water. Discussed using back room adjacent to meeting room area as temporary or permanent break room in future – there is plumbing to the rear for bathroom, possibly add sink, table, etc.
- Roof Repair: there’s water leaking in Children’s Room. Marshall roofing has been contacted by D. Tremblay (did repairs to roof in 2019 and prior). D. Tremblay discussed with K. Harutunian to fix now and refurbish EPDM roof with seal coating layer with 15-year

warranty as outlined in January 2022 roof assessment rather than implement full replacement. Immediate repair will be needed in Children's room. L. Zalewski (former Library Director) had submitted \$30,000 placeholder for a speculative study for a roof replacement for Warrant Article May 2022. This has been pulled from Annual Town Meeting in favor of immediate repairs and near future refurbishment. K. Harutunian is well aware we need this roof repair addressed as soon as possible.

- Replacing bubblers with water stations – added to 2023 budget.
- Front Door – Locksmith visited in late January to adjust latching issue. Chet's locksmith is waiting on parts as of 1/31. Follow-up call placed by D. Tremblay on 3/7.
- **Friends of the Library** – C. Playter attended February meeting. Membership drive is going well with about 200 members. They're working on budget. Friends information has been added to Library Digital Display. There is a meeting tomorrow and she'll attend, and K. Scott will also try to attend.
- **Art Committee/Outdoor Sculpture** – C. Playter discussed art installation plan is in progress rearranging and reorganizing library art on hand and now have a \$1100 estimate on hand (well within projected budget). DeCordova will remove art on hand March 31st. Library art installation/rearranging is scheduled for April 8th. Discussion ensued regarding monthly art exhibits once again being held in meeting room. D. Tremblay will appoint a library staff member as point of contact. D. Tremblay will coordinate how to install a rail needed in the meeting room to accent all walls with art. Covid restrictions/changes to be discussed tomorrow per D. Tremblay with town representatives regarding future held events at library. C. Jensen discussed sculpture artisan's presentation to be held via zoom March 24th with B. Boudreau leading zoom meeting with artist Shawn Farrell to discuss his outdoor art exhibit 'Tre'. Still need to pursue outdoor venue for these artisans this Spring.
- **Music Committee Update** –M. McCarthy – Nothing new at this time to report.

Motion made to adjourn meeting at 5:58 PM by C. Playter, seconded by K. Scott with unanimous approval.

Maureen McCarthy, (Acting) Secretary

Attachments:

Agenda March 8, 2022 BOLT meeting

Meeting minutes February 8, 2022

Director's Report March 2022

FY 2022 Monthly Financial Report

Gould B expenditures FY 2022

Gould A FY 2022

Circulation & Door Stats