

Topsfield Town Library Board of Trustees Meeting

Tuesday, April 12, 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 5:00 PM.

- **Approval of Meeting Minutes** - Motion to accept March 8, 2022 minutes by M. McCarthy, seconded by C. Playter. G. Bryson abstained. Approved unanimously.
- **New Business**
 - **Meeting Rooms** – D. Tremblay and R. Broch would like to lower the number of patrons allowed in second floor meeting rooms at one time. The current policy has been reviewed and revised at a library staff meeting and will be distributed to Trustees for approval at next meeting.
 - **Landscaping** - \$4000.00 is included in 2022-2023 budget for landscaping plans and Gould fund has approved payment for actual plantings. C. Jensen has talked to Corliss who suggested that \$1500 would be sufficient for a plan and could be subtracted from the total bill if plantings were purchased from them. D. Tremblay will follow thru with contacting Corliss and 2 other firms.
 - **IT Contract** – IT contract with Equitous is expiring soon – currently has yearly cost of \$19,000 and expected to increase to \$21, 000. Current plan has worked well.
 - **Laura’s Reception** – C. Playter - Gift is wrapped, food has been donated. K. Hartmann will present gift and thank Friends and Library Employees for participation.
 - **Strategic Plan** – D. Tremblay - K. Curran, 3 library staff department heads, teen from Masco and representative from Friends of the Library have agreed to participate. M. McCarthy gave D. Tremblay a list of business owners and one of these will be asked to join. First meeting is anticipated for May 2nd where survey will be composed, and a 2nd meeting will be planned to review results of the survey. A third meeting after a draft is finished is a possibility.
 - Review of policies – G Bryson suggested that policies be reviewed on a regular basis.
- **Director’s Report** – see attached.
- **Former Business**
 - **Facility Project Updates**
 - **Painting** – New book room and stairwell in old building has been painted.

- **Self-Check-Out** – on order, delayed secondary to chip unavailability.
- **Fire Panel** – still waiting for chip – anticipating early to mid-May.
- **Roof Repair**–Quote from Marshall Roofing for preventative maintenance which will be for entire roof. Roof has been assessed to be in good to fair condition and there is a need for one beam to be relocated – D. Tremblay will see if this will be covered in the contract.
- **Trees** – D. Tremblay has talked to D. Bond and will reconnect with him about possible trees to be taken down.
- **Staffing Updates** – First person has been hired for per diem staffing and will be oriented starting in 2 days. Hoping to hire one more. Will be paid hourly per town grid (around \$18 an hour).
- **Basement** – will be studied over the summer for leaks and flooding to assess need for more extensive remediation.
- **Other Topics**
 - **Friends of the Library** – C Playter – Friends asking about current usage of passes and D. Tremblay will track.
 - **Art Committee Update** – Indoor art installation is completed and came in under budget. We are still waiting installation of mounting rails in Meeting Room. R. Broch, Ass't Director has expressed interest in being point person for art exhibits.
 - **Music Committee Update** –M. McCarthy – Scheduled groups are “Forever Fab” on July 30th and Andrew Marshall on August 21st. D.Tremblay will check on use of Town Hall on those dates in case of rain. Dixieland Group will perform on October 16th in Town Hall.
- Next Meeting May 10th at 5 PM in Conference Room.

Motion made to adjourn meeting at 6;11 PM by K. Scott, seconded by C.Playter with unanimous approval.

Gail Bryson, Secretary

Attachments:

Agenda April 12, 2022 BOLT meeting

Meeting minutes March 8, 2022

Director's Report March 2022

FY 2022 Monthly Financial Report