

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, June 14, 2022

5:00PM Topsfield Town Library Meeting Room

Meeting – Called to order at 5 PM by Maureen McCarthy.

Members Present - Maureen McCarthy, Gail Bryson, Cary Playter, Caroline Jensen, Kathy Hartmann, Nancy Lehman, Director D. Tremblay

Reading and Approval of Meeting Minutes

- **Approve April 12, 2022 meeting minutes** – These need approval as there was not a quorum from the April meeting at May meeting. Motion to approve by Cary Playter. Approved unanimously with G. Bryson, N. Lehman abstaining secondary to non-attendance at meeting.
- **Approve May 10, 2022 meeting minutes** – Motion to approve minutes with corrections by K. Hartmann, approved unanimously with G. Bryson abstaining secondary to non-attendance at meeting.

Reports of officers, boards and committees

- **Friends of the Library Update** – C. Plater & N. Lehman – “Friends “ will have a table at the Farmer’s Market. Their brochure will be updated in the Fall. “Friends” will likely be taking over payment for “hotspots” whose funding is running out in September. Availability will go from 5 to 2 spots which D. Tremblay thinks is adequate and will be included in “Library of Things”. A total of \$3,000 was made on book sale.
- **Art Committee update** – C. Jensen - There will be a meeting on June 22. Picture rail is installed. J. Kline from Pingree will have new sculptures to review next week. R. Broch is in charge of artist exhibits in Meeting Room and Patricia O’Connor, a local artist, will exhibit in September. This artist has also agreed to serve on Art Committee. There is a question whether art which is displayed in exhibit can be sold by artist while exhibited and D. Tremblay will check into this. There is some uncertainty as to which paintings that the library now houses are actually owned by the library, rather than on loan from the artist. R. Broch is researching this.
- **Music Committee update** – G. Bryson – FOREVER FAB will be on the Green, July 30th at 6PM. Library personnel will design/print posters which will be distributed by the Committee 10 days prior to event. M. McCarthy/D. Tremblay will check with S. Sweeney, recreation director, as to any special needs for parking/assembly. Town Hall has been reserved in case of inclement weather and this will be included on poster. Advertising will also be done on Topsfield Town Library web page. D. Tremblay will share poster/information with other local libraries.

Reports of Special Committees

- **Strategic Plan** – There have been 500 responses to survey to date and survey will receive another advertising push in next few days. Survey Monkey is being used and Survey will

end on June 30, 2022. Strategic Plan committee will meet after information has been collected and collated into charts/graphs etc. Draft plan to be written following that. Board of Trustees will review after Committee reviews plan.

Director's Report – See attached. There is a question if there will be a program to officially launch the Children's/Adult reading programs as in the past. D. Tremblay will check with L. Recka, Children's Librarian, about same.

Unfinished Business

- **Self check-out station** – Installation planned for July 6, 2022.
- **Fire Panel** – Installation scheduled for June 27, and has been coordinated with elevator inspection that same week.
- **Roof** – Preventative maintenance was done last week and no issues were found. A more comprehensive write up of the inspection will follow.
- **Landscape Plan** – Corliss is coming this summer to conceive design and quote. Depending on cost, two other firms will be contacted for design and quotes. Fire Chief J. Collins-Brown was contacted by Essex Technical School and Chief Collins-Brown later contacted D. Tremblay about student participation in landscaping/tree pruning work on town and library grounds. This avenue will be explored again when Essex is back in session.
- **HVAC** – Spring maintenance has been completed.
- **Audrey Iarocci Memorial** – K.Scott has been contacted and would like to be included in presentation. J. Kmetz originally was involved and G. Bryson will contact her about arrangements with family for presentation of remembrance.

New Business

- **Meeting Room and Art Space** – D. Tremblay presented current "Meeting Room Policy" with various suggestions/amendments including renaming of room to "Activity Room." There has also been a question as to why groups, such as the Veteran's Group are not able to meet later in the evenings as they have done in the past and it was explained that insurance coverage necessitates library personnel to be in building if it is open and policy will be amended to reflect same. Amended written policy will be brought to August Trustee meeting for review and approval.
- **2021-2022 Fiscal Budget** – D. Tremblay expects that this will come in below 100%. He is meeting with town accountant in the next few days

Schedule Next Board Meeting – There will be no July meeting. Next meeting is August 9th in the Topsfield Room at 5 PM.

Meeting Adjourned – Motion by K. Hartmann to adjourn meeting at 6:35PM with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda Tuesday, June 4, 2022 BOLT meeting

Minutes April 12, 2022

Minutes May 10, 2022

Director's Report May 2022

FY 2022 Financial Report

Meeting Room Policies (current and suggested revisions)