

Tuesday, December 13, 2022

5:00PM Topsfield Town Library – Activity Room

Meeting – Called to order at 5:00 PM by M. McCarthy

Members Present – Maureen McCarthy, Gail Bryson, Caroline Jensen, Kathy Hartmann, Cary Playter, Nancy Lehman, Director Dan Tremblay

Reading and Approval of Meeting Minutes

- **Approve November 8, 2022 meeting minutes** – motion to approve by K. Hartmann and seconded with unanimous approval. C. Playter and N. Lehman abstained due to absence from meeting.

Reports of officers, boards and committees

- **Friends of the Library update** – D. Tremblay – There were 125 gingerbread houses built. Both membership drive and continuous book sale are going well.
- **Art Committee update** – C. Jensen, C. Playter – Committee met on November 30th with another planned for December 28th. Activity room is booked for exhibits thru May. There will be a Fiber Art exhibit from January 5th thru February 14th with a reception January 7th from 11AM to 1 PM. Purchased paintings from Carol White are being framed at Post Road Framers. New outdoor sculptures have been installed and planning for a reception and presentations by the artists to discuss their works is in progress, with consideration of in-person lectures and Zoom presentations. Art brochure is finished. N. Luther has donated a water color by Larry Webster. Motion to accept donation by N. Lehman, seconded with unanimous approval. It is anticipated that another will be donated in January and copies of signed documents of donation(s) will be sent to N. Luther.
- **Music Committee update** – M. McCarthy – Plans are being made to book jazz band for March/April date. Open Mic Night is planned for January 6th with snow date of January 27th. Next meeting will be on January 17th, 2023 at 1PM.

Reports of Special Committees

Director's Report – D. Tremblay - see attached. "Holiday on the Green" was successful. Student artist responsible for calligraphy on A. Iarocci memorial is Cecily Paglierani who has graduated from Masconomet. Current round of State Aid has been approved and the Library should receive about \$8,100 in next few days with a second installment for the same amount in April.

Unfinished Business

- **Elevator** – D. Tremblay - Installation completed except for controller chip and is working fine.
- **HVAC** – D. Tremblay – Quotes are in compliance and are being readjusted. D. Tremblay is assembling explanation to be presented to Select Board.
- **Front Doors** – D. Tremblay – Grant information is still not available. Need for possible warrant article will be discussed with Kevin Harutunian.
- **Art Policy** – C. Jensen- see attached – Motion to approve final draft by K. Hartmann, seconded and approved unanimously.
- **Art Budget** – C. Jensen – see attached – motion to approve final request of \$9,300.00 with deletion of “drawing/painting classes ...and instructor fees” and replacement with “art programming” by K. Hartmann, seconded and approved unanimously.
- **Bubblers** – D. Tremblay – Will be added to “Action Plan” for next year.

New Business

- **Collection Development Policy** – D. Tremblay – Reviewed, motion made to approve by Nancy Lehman, seconded and approved unanimously.
- **Borrowing Policy** – D. Tremblay – Reviewed, motion made to approve by K. Hartmann, seconded and approved unanimously.
- **Action plan** – D. Tremblay – motion made to approve by Kathy Hartmann, seconded and approved unanimously.

Other

- **Budget** – Reviewed and on target. Monies have been reallocated from minor trusts for book purchases as recommended by Trust Commissioners.
- **Capital Budget** – reviewed.

Schedule Next Board Meeting – Tuesday, January 10th @ 5PM.

Meeting Adjourned – Motion by C. Playter to adjourn meeting at 6:47 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda Tuesday, December 13, 2022

Minutes November 8, 2022

Director’s Report December 2022

Topsfield Town Library Borrowing Policy

Collection Development Policy (Final Draft)

Materials Selection Policy

Art Budget Request December 13, 2022

Topsfield Town Library Action Plan FY 2024

FY 2022 Financial Report thru November

Gould A and B Fund Reports thru November

Book Acquisition Financial Report FY 2023