

Tuesday, December 9, 2025

5:00PM Topsfield Town Library – Activity Room

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

Members Present – Maureen McCarthy, Caroline Playter, Nancy Lehman, Roberta Whiting, Sherrill Roach, Anthony Andon, Director Dan Tremblay

Reading and Approval of Meeting Minutes - Motion by R. Whiting to approve the November 18, 2025, minutes as amended, seconded and unanimously approved.

Reports of officers, boards and committees -

- **Friends of the Library update** – C. Playter – The Friends sold all 115 gingerbread kits they prepared this year. There were over 1,000 visitors to their Holiday Event, where over thirty children participated in on-site building of gingerbread houses at the library.
- **Art Committee update** – D. Tremblay – All three of the 2024-25 sculptures on the front lawn of the library have been removed. The horseshoe donkey and baby donkey has been installed, and the Gourd and Thoreau will be installed on December 11th. Next Art Committee meeting is scheduled for December 18, 2025, at 10:30AM.
- **Music Committee** – A Jimmy Buffett tribute band, The Island Castaways, will perform next summer, most likely on August 23, 2026 @ 6pm. The committee is trying to get “The Treble Makers” and a Simon and Garfunkel tribute act for 2026. The next Music Committee meeting is scheduled for February 2, 2026, at 3:00PM.

Budget/Finances – D. Tremblay – Reviewed budget and finances with Board members – see attached.

Director’s Report – D. Tremblay – See attached.

Unfinished Business –

- **Facilities Update** – D. Tremblay – The generator had its annual upkeep and inspection. The roof had its biannual inspection with a few areas patched. A fan motor was replaced in the area over the circulation desk. The plans for automated front doors are continuing. D. Tremblay will again contact the second vendor to secure a quote.
- **Trust Fund Request** – D. Tremblay was present at the beginning of the Gould Trust Fund’s meeting. The Gould Trust Fund Commissioners approved Trustee request in its entirety.

New Business –

- **Fiscal Year 2027 Capital Projects** – D. Tremblay - HVAC Controls need replacement – The controls were installed around 2012, and the software is dated. The controls will include thermostats controlling temperatures during occupied and unoccupied hours. The costs are estimated to be around \$30,000 to \$40,000. This will be a projected warrant article.

- **Cell Phone Policy** – The library’s current cell phone policy was reviewed and approved without amendments.
- **Decertification Statement Review** – Trustees reviewed two decertification policies from other Essex County libraries. The current Topsfield policy will be amended to more closely reflect those two policies and will be discussed at the January 2026 BOLT meeting.

Schedule Next Board Meeting – Scheduled for January 13, 2026, at 5:00 PM in the Activity Room.

Meeting Adjourned – M. McCarthy moved to adjourn the meeting at 6:35 PM.

Respectfully submitted,

Nancy Lehman, Secretary

Attachments:

Meeting Agenda, December 9, 2025

Meeting Minutes, November 18, 2025

Director’s Report, December 2025

Monthly Financial Report FY 2026 through Nov 2025

Gould A and B Fund Profiles FY 2026 through Nov 2025

TTL Cell Phone Use Policy

TTL Service to Uncertified Libraries Policy