

Tuesday, January 13, 2026

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 C. Playter to approve December 9, 2025, minutes, seconded and unanimously approved.

Reports of officers, boards and committees -

- **Friends of the Library update** – N. Lehman – The Gingerbread House activity in December 2025 raised \$2,522. The Friends are working with the Town Hall to possibly get a link to their website placed on the Town’s website. They renewed their access to the Zoo New England patron pass. The Friends recently funded two library projects: the library’s Zoom account and Mail Chimp account. They are still working on revamping their membership renewal cards as well as hiring someone to handle their day-to-day accounting needs. The Friends next meet tomorrow at 10:00AM in the Topsfield Room.
- **Art Committee update** – C. Playter – The outdoor Gourd’s sculptor is set to present a program to the public this Spring. Sean Smith is working on securing dates with the other two sculptors. The Art Committee would like to purchase three framed posters depicting local Topsfield scenes from Eli Stone, a local Topsfield artist. N. Lehman moved to purchase the three posters for a sum not to exceed \$480, seconded and unanimously approved. The next Art Committee meeting is February 10, 2026, at 4:15PM in the Activity Room.
- **Music Committee** – M. McCarthy – The Island Castaways group has signed a contract to perform on Sunday, August 23, 2026 @ 6:00PM on the Town Green. D. Tremblay has tried several times to contact the BU TrebleMakers (acapella group) with no response yet. Looking for a potential performance Sunday, April 12, 2026. If he receives no response soon, he will move on to searching another group. Concert will be held at the Great Hall at Town Hall. The next Music Committee meeting is February 2, 2026, at 3:00PM in the Topsfield Room.

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 – (1) Water leaked into the elevator pit from faulty water heater. Both the plumbing company and the elevator company came in and evaluated the problem. The hot water heater behind the elevator shaft needs to be replaced so the hot water in Tech. Services sink will remain off until it can be replaced. The hot water heater in the Activity Room needs to be replaced as well as there was a heating element issue. Plan is to replace the one in the Activity Room first and replace the one behind the elevator

in next fiscal year. (2) The Children's Room will be painted by end of month. Work will be done early in mornings to minimize disruptions for patrons and staff. (3) We haven't received a second quote regarding the front doors, although three quotes have been solicited as required. D. Tremblay will try once more to contact the vendors. Plan is to have the work done in Spring during warmer weather.

FY Capital Projects – D. Tremblay - HVAC Controls need full replacement with cost estimated to be around \$40,000. New control hardware, software and thermostats for all HVAC units would be purchased and installed. D. Tremblay met with Town Administrator (TA) who supports library seeking a warrant article. D. Tremblay will present to Selectboard and Finance Committee in the coming weeks.

Decertification Statement Review Policy – The trustees discussed the Policy of Lending to Residents of Municipalities with Decertified Libraries. A. Andon moved to adopt the policy as written with amendments, seconded and unanimously approved.

New Business –

- **Library Website** – D. Tremblay –D. Tremblay and S. Smith have begun working with a Renaissance Web Solutions, a vendor that builds websites for libraries. The vendor will start building a new website for our library in the coming weeks. They estimate it will take approximately eight weeks to build.

Schedule Next Board Meeting – Scheduled for Tuesday, February 10, 2026, at 5:00PM in the Activity Room.

Meeting Adjourned – M. McCarthy moved to adjourn the meeting at 6:05PM.

Respectfully submitted,

Nancy Lehman, Secretary

Attachments:

Meeting Agenda, January 13, 2026

Meeting Minutes, December 9, 2025

Director's Report, January 2026

Monthly Financial Report FY 2026 through Dec 2025

Gould A and B Fund Profiles FY 2026 through Dec 2025

TTL Policy on Lending to Residents of Municipalities with Decertified Libraries