

Tuesday, March 11, 2025

5:00PM Topsfield Town Library – Activity Room

Meeting – Called to order at 5:02 PM by M. McCarthy

Members Present – Maureen McCarthy, Caroline Playter, Carolyn Jensen, Nancy Lehman, Roberta Whiting, Director Dan Tremblay

Members Absent – Gail Bryson

Reading and Approval of Meeting Minutes -

- **Approve February 12, 2025, meeting minutes** – Motion by C. Playter to accept with corrections, seconded, approved with unanimous approval.

Reports of officers, boards and committees -

Friends of the Library update – N. Lehman – No significant update as the Friends have not met since the last BOLT meeting. The Friends are considering funding a second water station for the upstairs level in the library at their next meeting, which is scheduled for March 12, 2025.

Art Committee update – C. Jensen – Assistant Director/Head of Reference, Roz Broch continues to work with the three sculpture artists towards a future lecture/reception. Artist Heidi Zander lent her narrative painting “Coastal Crossing” to the library for display by the check-out desk and will be showing her work in the future in the Activity Room. There will be a workshop in June in the Activity Room where the artist will be demonstrating and teaching seashell art. The next committee meeting is scheduled for March 27, 2025, at 10:30 AM.

Music Committee – M. McCarthy - Irish Tenor (Brendan Carroll) on Sunday, March 9, was well attended with over 100 patrons. On August 24, 2025, there will be a Billy Joel Tribute (Ben Eramo) performance on the Town Green @ 6 pm with rain date performance same time at Town Hall if needed. A Blue Grass Group - The Hazel Project, will be performing on Sunday, October 26, 2025 @ 4 pm at Town Hall. The next music committee meeting is scheduled for April 8, 2025, at 4 PM.

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 heat went out one night due to a power surge but was corrected within hours.

- **Library Privacy and Confidentiality Policy** - The members discussed the MVLC privacy policy. Corrections were made to the Topsfield Town Library policy after discussion. C. Playter moved to approve the Privacy and Confidentiality Policy as corrected, seconded and approved with unanimous approval.

New Business -

- **Art Exhibit Policy** - The members discussed amending the policy as it relates to sculptures or similar works of art that cannot be accommodated for display in the Activity Room. The Art Exhibit Policy was amended to reflect those changes. N. Lehman moved to approve the Art Exhibit Policy as amended, seconded and approved with unanimous approval.
- **Art Sculpture Display** - C. Jensen discussed the idea of having an indoor sculpture on lease every year, which would be a similar program to the outdoor sculpture program already in place. The members agreed this would have a positive impact on the library and C. Jensen will work with one of the artists already identified to bring one of her pieces to the library.
- **Borrowing Policy** - The current borrowing policy has been changed to make it consistent with the MVLC borrowing policy, as well as providing patrons with hyperlinks for ease of access. Language was also added to page three regarding overdue notices and books assumed to be lost.
B. Whiting moved to approve the Borrowing Policy as amended, seconded and approved with unanimous approval.
- **Director Evaluation** - M. McCarthy asked the members to provide her with their evaluations by April 1, 2025.

Schedule Next Board Meeting – April 8, 2025, at 5:00 PM in the Activity Room.

Meeting Adjourned - Motion to adjourn the meeting at 6:30 PM by N. Lehman, seconded with unanimous approval.

Respectfully submitted,

Nancy Lehman, Trustee

Attachments:

Meeting Agenda, March 11, 2025

Minutes, February 12, 2025

Director's Report, March 2025

Monthly Financial Report Fiscal 2025

Gould A and B Fund Profiles FY 2025

Library Privacy and Confidentiality Policy

Art Exhibit Policy

Borrowing Policy