

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 13, 2022

5:00PM Topsfield Town Library Meeting Room

Meeting – Called to order at 5:03 PM by Maureen McCarthy

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

Reading and Approval of Meeting Minutes

- **Approve August 11, 2022 meeting minutes** – approved with corrections, motion to approve by C.Playter with unanimous approval. G. Bryson abstained secondary to being absent at meeting.

Reports of officers, boards and committees

- **Friends of the Library Update** – N. Lehman – Passes are doing well. Friends are planning to have the Gingerbread Making Event in December and will utilize the Activity Room.
- **Art Committee update** – C. Jensen – Four sculptures have been selected for display from Pingree and three will be selected for installation dependent on possible sale of one of original four. D. Tremblay will contact the Historical Commission for approval. D. Tremblay will check with K. Harutunian (town administrator) for need for insurance coverage for instillation liability. P. O'Connor (artist/Topsfield) has joined the Committee. R. Broch is coordinating bookings for art displays in the Activity Room and there are 3-4 anticipated at this time. Art committee goals for the year are 1) Purchasing art books, 2) Procurement of art, 3) Art Classes, 4) Art Lectures and 5) Restoration of art that is current library property. FY2023 Art Budget distributed. See attached. Budget will be discussed with Trust Commissioners.
- **Music Committee update** – M. McCarthy – Colin Jamieson will be performing on the Common on September 17th at 4:30. G. Bryson suggested coordinating music offerings with other groups in town to avoid duplication and encourage spacing of offerings. D. Tremblay will provide contact information for COA, Topsfield Cultural Council, Creative Co-op, Director of Recreation and Digital Communications Coordinator. Mitzi Gatlin has resigned from the Committee due to medical reasons. She will continue to donate refreshments thru the Brad Gatlin Family Fund. The Music Committee will be meeting on September 15th.

Reports of Special Committees

- **Strategic Plan** – Strategic planning committee met on August 15, 2022. The draft should be completed soon and will be emailed to the Committee and Trustees. This can be ratified at the October BOLT meeting.

Director's Report – See attached. It is noted that attendance and check-outs have increased significantly.

Unfinished Business

- **Trees/Landscaping** – Two trees were removed from the property by Kelley Tree. D. Tremblay through Fire Chief Collins-Brown has reached out to Essex Tech about their prior offer of helping with pruning remaining trees.
- **Elevator**- There is corrosion due to water in the elevator pit. To remedy this, the equipment in the shaft must be repaired and a sump pump with oil/water separator installed. The repair of the corrosion is approximately \$9900. A plumbing quote is also necessary along with an appointment with the elevator company. A separate elevator issue with the door sensor switch will cost approximately \$7,600. This has been discussed with K. Harutunian who will assist in appropriating money from town emergency fund.
- **HVAC** – Three compressors of four have failed in the chiller. Two out of three quotes have been received, one for \$150,000 and one for \$184,000. Other bids have yet to arrive. This has been forwarded to K. Harutunian who advises that it be a Town Warrant article. There is a possibility of a special town meeting in the next few months. Due to lead time to order chiller another avenue may need to be explored.
- **Landscape Plan** – Corliss is coming to view property to develop landscaping plan and D. Tremblay will also get quotes from two other landscapers. Final plans may have to be reviewed with Conservation Commission.
- **Audrey Iarocci Memorial** – G. Bryson has emailed Audrey's daughter, Louise Santosuosso to find available dates for memorial dedication. No response to date.
- **Automatic Door Opener** – This has been resubmitted for a grant and if not chosen, will be put on Spring Town Warrant for funding.

New Business

- **Director's Performance Evaluation** – Six month evaluation was done with D. Tremblay on July 29, 2022 and will be done again in April in accordance with Town Schedule. He met or exceeded standards in all categories.
- **Art Policies** – Art Committee requests that this be tabled for review at next meeting.

Other

- **Budget** – Budget is on target except for previously discussed maintenance issues.
- **Capital Budget** – Second floor still needs painting and estimates for same have increased from \$12,300 to approximately \$15,000. Entryway and Circulation area also need painting and estimate for this is about \$18,000. Carpeting for second floor is needed in the near future. New water bubblers have not been installed as yet and G. Bryson suggested that there may be alternate ways of providing water, other than bubblers.

Other proposals from Gould Fund are mobile shelving for Children's Room, a mobile bookmobile and a marquee sign for advertising activities. D. Tremblay will submit a plan for fiscal projects in 2023-2024 at next meeting.

- **Trust Commissioners Meeting** – Scheduled for October 11, 2022 at 6 PM in Activity Room.

Schedule Next Board Meeting – Tuesday, October 11, 2022 at 5:30 PM in Activity Room

Meeting Adjourned – Motion by K. Hartmann to adjourn meeting at 6:40 PM with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda Tuesday, September 13, 2022

Minutes August 11, 2022

Director's Report September 2022

Assignment of Gift to Topsfield Town Library

Policy Regarding Art Acquisitions, Loans and Temporary Exhibits

Art Loan Form

FY 2022 Financial Report thru September

FY 2023 Art Budget