

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, November 8th, 2022

5:00PM Topsfield Town Library – Topsfield Room

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

Members Present – M. McCarthy, Gail Bryson, Caroline Jensen, Kathy Hartmann, Director Dan Tremblay

Reading and Approval of Meeting Minutes

- **Approve October 11, 2022 meeting minutes** – motion to approve with corrections by K. Hartmann with unanimous approval.

Reports of officers, boards and committees

- **Friends of the Library update** – D. Tremblay – Continuous book sale is in progress. Books are priced at \$1.00, cash only.
- **Art Committee update** – C. Jensen - Pastel exhibit in progress in the Activity Room. There is an artists' reception on November 17th @ 4PM. Outdoor art is being removed and should be gone by November 14th. Installation of new art will take place after November 28th, 2022. P. Mulholland will be transporting one of the structures and he will be contacted about his liability insurance. He will be considered as an "Artist Assistant". Topsfield DPW will help with installation. There is still some uncertainty as to whether each artist does their own installation, who receives the stipend and who will be present at the reception. This will be further investigated by the committee. Dig Safe will have to be notified prior to installation and contact information will be given to D. Tremblay along with installation date. Art policy draft was reviewed (see attached). The Board of Trustees has final approval as to acceptance of gifts – it is also felt that final approval of any purchases by the Art Committee be approved by the Board. This will be reflected in the Art Policy Draft which will be presented with changes for review at next meeting. Art budget reviewed. Two paintings by Carol White are currently hanging in the "Mystery Room." A motion was made by K. Hartmann to purchase and reframe them for \$4,700 (\$2,000 which will be donated back to the library by the artist and \$700 for reframing) with unanimous approval. Remainder of proposed art budget will be reviewed at next meeting when full Art Committee should be present.
- **Music Committee update** – M. McCarthy – Recent "Matt Arnold and The Clambake Five" was well received. Next meeting will be November 14th.

Reports of Special Committees

- **Strategic Plan** – Final plan was submitted to and accepted by the State Board of Library Commissioners. An action plan will be done by D. Tremblay for review at next month's meeting.

Director's Report – see attached.

Unfinished Business

- **Elevator** – D. Tremblay - Installation completed. Will be reimbursed out of unanticipated maintenance.
- **HVAC** – D. Tremblay met with Select Board yesterday and presentation was favorably received. One more quote is expected tomorrow and RFP will be initiated.
- **Audrey Iarocci Memorial** – G. Bryson – There was good attendance at the event and family was very appreciative. A plaque will be added to the memorial.
- **Front Doors** – D. Tremblay – Grant information is usually received in December. If grant is not awarded, this may need to be a future warrant article. Current doors are ADA compliant at this time.
- **Trees/Landscaping** – D. Tremblay – Essex Technical School instructor is coming with students tomorrow to prune trees.
- **Art Policies** – See discussion under “Art Committee”

New Business

- **Collection Development Policy** – This will replace current “Materials Selection Policy” (see attached). Will defer to December meeting.

Other

- **Budget** – Reviewed and on target.
- **Capital Budget** – reviewed.

Schedule Next Board Meeting – Tuesday, December 13 @ 5PM.

Meeting Adjourned – Motion by M. McCarthy to adjourn meeting at 6:26 PM with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda Tuesday, November 8, 2022

Minutes October 11, 2022

Director's Report October 2022

Policy Regarding Art Acquisitions, Loans and Temporary Exhibits

Collection Development Policy (Draft)

Materials Selection Policy

FY 2022 Financial Report thru November

Gould A and B Fund Reports thru November

FY 2023 Art Budget

Art Policy Draft