

**Tuesday, May 13, 2025**

**5:00PM Topsfield Town Library – Topsfield Room**

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

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

**New Business**

**Election of Officers:**

- Chairperson - N. Lehman nominated M. McCarthy for Chairperson, seconded and unanimously approved
- Vice Chairperson - M. McCarthy nominated R. Whiting for Vice Chairperson, seconded and unanimously approved
- Secretary - R. Whiting nominated N. Lehman for Secretary, seconded and unanimously approved
- Designation of Signatories for Payroll and Bills -M. McCarthy nominated R. Whiting to be the primary signatory and C. Playter to be the secondary signatory for payroll and library bills, seconded and unanimously approved. New trustee members Anthony Andon and Sherrill Roach welcomed to the meeting.

**Landscape Plan**

- Last spring Cole Landscaping did the first phase of the landscaping plan. They worked in the area by the lamp posts and part of the walkway and around the generator in the back area of the library.
- The next part of the plan consists of two installations:
  - Install 2 Kwanzaa Cherry trees on the side of the library along High Street near the parking area. The cost is \$3,900.
  - Remove existing rhododendron and install three endless summer hydrangeas and install six astilbe August light along the right-hand side of the walkway. The cost is \$1,650.
- R. Whiting moved to approve this plan, seconded and unanimously approved.

**FY26 Holidays and Closing**

The trustees reviewed the proposed calendar for holidays and closings, comparing it to last year's calendar as well as the town's schedule. N. Lehman moved to approve the FY26 Holidays and Closing dates, seconded and unanimously approved.

**Reading and Approval of Meeting Minutes -**

- **Approve April 16, 2025, meeting minutes** – R. Whiting abstained as she was not present at last meeting. C. Playter moved to accept with changes, seconded and unanimously approved with then-current board member G. Bryson voting to approve the minutes with changes. Seconded, approved with unanimous approval.

#### **Reports of officers, boards and committees -**

**Friends of the Library update** – N. Lehman – Since their last meeting, the friends have approved a \$500 scholarship to a graduating Masconomet High School Senior. At their next meeting they will vote on the library’s request for \$500 to support the Adult Summer Reading program which had 96 participants in 2024. The Friends are also trying to get a brief article about their organization published in Stroll magazine. Their next meeting is tomorrow, May 16, 2025.

**Art Committee update** – C. Playter - Roz Broch, (Assistant Library Director), has been the administrative liaison to this committee and is leaving in August. She is now organizing the policies and forms regarding arts loans, exhibits, and purchases to have in a folder upon her departure. The marble sculpture of the owl in the rotunda is currently on loan to the library through November of 2025 and the trustees discussed a possible purchase of this piece. A. Andon and S. Roach went to the rotunda to view the piece as part of the discussion to purchase the piece. D. Tremblay will initiate discussion with the artist for purchase of the owl, and he may consult with Judith Klein about a reasonable purchase price if one can’t be determined. The next art committee meeting is scheduled for May 29, 2025, at 10:30 AM.

**Music Committee** – M. McCarthy - 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 Bluegrass 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 September 9, 2025, at 4 PM.

**Budget/Finances** – D. Tremblay – Reviewed budget and finances with Board members reviewing the various income streams available to the library – see attached.

**Director’s Report** – D. Tremblay - see attached.

#### **Unfinished Business -**

**Facilities Update** - D. Tremblay - Work on the generator should continue next week. The air conditioning will be turned on in the library tomorrow – anticipating leakage similar to last year first floor in front of restrooms which will need to be repaired soon. Preventive maintenance will begin on the roof next week.

**Schedule Next Board Meeting** – June 10, 2025, at 5:00 PM in the Activity Room.

**Meeting Adjourned** - Motion to adjourn the meeting by M. McCarthy at 6:50 PM, seconded with unanimous approval.

Respectfully submitted,

Nancy Lehman, Trustee

Attachments:

Meeting Agenda, May 13, 2025

Minutes, April 15, 2025

FY26 Holidays and Closings

Cole Landscaping, Inc. (2) proposals

Director's Report, May 2025

Monthly Financial Report Fiscal 2025 through April 2025

Gould A and B Fund Profiles FY 2025 through April 2025