

Tuesday, November 18, 2025

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 -

- **Approve October 14, 2025, meeting minutes** – Motion by C. Playter to accept, seconded and approved with unanimous approval. N. Lehman and R. Whiting abstained due to being absent.

Reports of officers, boards and committees -

- **Friends of the Library update** – N. Lehman - The Friends are looking for a new person to take over the treasurer position. The position could be a hybrid, with an accountant hired (or pro bono) to do yearly taxes and another individual to do the daily bookkeeping duties. Friends recently renewed museum passes for the Boston Children’s Museum, Peabody Essex Museum, Isabella Stewart Gardner Museum, and the Wenham Museum. They are preparing for the Gingerbread House and reception for the annual Holiday on the Green event next month – to be advertised in the Stroll Magazine. They are also busy with membership renewals. BOLT members suggested having a link for the Friends on the Town of Topsfield website as well as having the Friends being a presence on the Facebook site for the Residents of Topsfield. BOLT members also suggested exploring having a membership insert placed in the mailer that the Town of Topsfield sends out for town tax purposes. Finally, the Friends were happy to welcome a new member, Topsfield resident Kelley Unger.
- **Art Committee update** – D. Tremblay – Current outdoor sculptures to be removed in early December and three new sculptures being installed. The Activity Room is fully booked with artwork through June 2026. Heidi Zander, (current art piece displayed over circulation desk) would like to do a program at the library, and the Art Committee is currently exploring this. Art committee is also looking for a piece to replace Ms. Zander’s piece when it is scheduled for removal. Next Art committee meeting will meet on December 18, 2025 at 10:30 am.

Music Committee – M. McCarthy – The Hazel Project Concert (10/26/25) was well received. Attendance at Town Hall was about fifty people. The committee will meet on December 1, 2025 to look at the calendar to plan events for 2026.

Budget/Finances – D. Tremblay – Reviewed budget and finances with Board members – see attached.

Director’s Report – D. Tremblay – See attached.

A. Andon left meeting at 6 pm.

Unfinished Business -

- **Facilities Update** - D. Tremblay - A fan motor above the Circulation Desk was making noises and was found to have reached end-of-life. A new motor is on order and should be in next week.
- Roof is scheduled to undergo its bi-annual inspection soon. It will be patched if necessary.
- Generator works and was on last week during a short power outage.
- The state earmark funding for the ADA compliant front doors in the amount of \$20,000 has been approved and will be transferred to Topsfield for use on this project. D. Tremblay has heard from two vendors. One vendor opined that the work can be done for less cost since the front doors themselves have held up well and don't need to be replaced. The locks, closers and automatic openers would all be new. The other vendor should be able to give a quote soon. He is waiting on a third vendor.
- **Trust Fund Request** - The Gould Trust fund trustees will meet this coming Monday.
- **New Business** –

New Art Acquisitions - Nancy and Holger Luther have two paintings of blue herons by Nancy Begin that they want to donate to the Topsfield Town Library. The BOLT members discussed this. C. Playter moved to accept the paintings, the motion was seconded and unanimously approved to accept the paintings.

- **Emergency Response Policy** - The members discussed the current Topsfield Town Library Emergency Response Policy and Procedure. In summary, the procedure doesn't appear to need much in the way of major changes. There were some errors in grammar that needed correcting, as well as other minor changes. Those changes will be made and the members will vote on the amended policy at the next BOLT meeting.

Schedule Next Board Meeting - The next Board Meeting is scheduled for Tuesday, December 9, 2025 at 5:00 PM in the Activity Room at the Topsfield Town Library.

Meeting Adjourned - C. Playter moved to adjourn the meeting at 6:28 PM, seconded with unanimous approval.

Respectfully submitted,

Nancy Lehman, Secretary,

Attachments:

Meeting Agenda, November 18, 2025

Meeting Minutes, October 14, 2025

Director's Report, November 2025

Monthly Financial Report Fiscal 2026 through October 2025

Gould A and B Fund Profiles through October 2025