

Tuesday, October 14, 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, Sherrill Roach, Anthony Andon, Director Dan Tremblay

Members Absent – Nancy Lehman, Roberta Whiting

Reading and Approval of Meeting Minutes -

- **Approve September 9, 2025, meeting minutes** – Motion by C. Playter to accept, seconded and approved with unanimous approval.

Reports of officers, boards and committees -

- **Friends of the Library update** – D. Tremblay – The Friends reported the profit from the summer book sale came in at over \$3,000 which was less than last year, perhaps due to bad weather. There are currently 197 registered members of the Friends. Issues being addressed: Purple registration cards don't fit into envelopes; online registration is not straightforward. A quorum was not present at the meeting. Efforts are underway to recruit for the board. Gearing up for the December holiday Gingerbread House event.
- **Art Committee update** – D. Tremblay – The 3 sculptures selected by committee have all been approved by the artists for loan: Thoreau by Janice Corkin Rudolf, Motorcycle Horse by Kris Francis and Gourd by Elizabeth Knowles, however, the artist of the Horse sculpture may need to substitute a comparable item due to unavailability of the Motorcycle Horse. D. Tremblay and Judith Klein are working to schedule the de-install of existing sculptures and install of new at end of Nov/early Dec. A reception for Heidi Caswell Zander, artist of current paintings on display in activity room, will be held on Saturday, November 8, 12:00-1:30. Sean will attend. Next art committee meeting scheduled for Oct 29, 10:30am.
- **Music Committee** – M. McCarthy – 4 Woman Bluegrass Group - The Hazel Project, will perform on Sunday, October 26, 2025 @ 4 pm at Town Hall. The next music committee mtg will be held November 19 to firm up some leads for next calendar year.

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

Unfinished Business -

- **Facilities Update** - D. Tremblay - HVAC and elevator have been fixed. Heat was turned on 10/9/25 and is working. The bill for the new generator has been received and paid. Generator is working as planned – power was lost 10/13/25 and the generator came on which enabled heat to work and pumps to run (~2 hrs.) and keep basement dry.
- **Funding for ADA Compliant Front Doors:** M. McCarthy followed up on recent local article indicating the library received a \$20K earmark of state funding for the library door

upgrade project. At this time there is no info from town administrator's office or purchasing agent regarding receipt of earmark.

New Business -

- **Staffing Update** – Jessica FitzHanso, from Chelmsford, has been hired as Head of Adult Services, Sean Smith's former position. Position is 37.5 hrs. 2 new subs have been hired, Julie Gilchrist and Caron Cunningham. Michelle will be leaving to take full time work at another library. Currently up to full staffing.
- **Gould Trust Fund Request Review** – see D. Tremblay's list (attached) "FY26 Trust Request Outline – Topsfield Town Library". Discussed new library website cost possibly coming in as much as \$10K lower than anticipated last month.

- **5:30 PM: Motion to adjourn Library Trustees Meeting by M. McCarthy and open joint meeting with Trust Commissioner Thomas Walsh**
 - **Gould Small Trusts Introduction and Update** – Thomas Walsh, chair is present. Maureen Donahue and Mark Rafferty absent – no quorum. Commissioners are pleased with how Funds did this year, generally a pretty good fiscal year, particularly for the Main Gould Trust. Commissioners feel Eastern Bank is doing a good job relative to peers. T. Walsh took the time to give new library trustees an overview of how the investments are managed. He indicated that one of the current strategies is to build Gould A & B to be well positioned to support a future capital project, if needed. Trust Commissioners will meet soon to review our request list. Handout distributed to Trustees and Director reflecting small Trust Fund balances as of June 30, 2025.

 - **FY26 Trust Request Outline – Topsfield Town Library** – see attached. D. Tremblay distributes to Trust Commissioner with explanations of costs of lending materials, (previous years – Gould A and small Trust) art programs, music programs, adult and children's programming (Gould B) request outline.

 - **Library Improvement Projects** – D. Tremblay – Proposed requests given (see attached). Requests for 1st floor interior painting – children's room (minus mural wall), exterior painting and improvements (light posts, columns, façade) interior needs (Gould B), exterior needs, landscaping (phase 3 – tree pruning, planting, small fence). Request for assistance with new library website. The website is aging and not user friendly. Requests were looked favorably by T. Walsh with questions answered by D. Tremblay regarding library website and landscaping improvements requested. Trust commissioners hope to meet the coming weeks and will vote on library requests at that upcoming meeting with final determination of allocation from each of the funds (Gould A/Gould B). T. Walsh to notify D. Tremblay via e-mail. Trust Commissioners will also forward updated balances (FY 26 First Quarter) of all Gould Trust Funds to Director and Trustees.

6:17 PM: Trust Fund Meeting Adjourned – Board of Trustees Meeting reconvened and called to order by M. McCarthy.

Director's Report – D. Tremblay – see attached.

Schedule Next Board Meeting – November 18, 2025, at 5:00 PM in the Activity Room. Meeting moved 1 week out from usual timing due to Veteran's Day on Nov 11.

Meeting Adjourned - Motion to adjourn the meeting at 6:32 PM by M. McCarthy, seconded with unanimous approval.

Respectfully submitted,

Sherrill Roach, Trustee

Attachments:

Meeting Agenda, October 14, 2025

Minutes, September 9, 2025

Director's Report, October 2025

Monthly Financial Report Fiscal 2026 through Sept 2025

Gould A and B Fund Profiles through Sept 2025

Fy 26 Topsfield Town Library – Gould Trust Request Outline