Tuesday, September 9, 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 August 12, 2025, meeting minutes –** Motion by R. Whiting to accept with an amendment for grammatical correction, seconded, approved with unanimous approval.

Reports of officers, boards and committees -

- **Friends of the Library update –** N. Lehman – The Friends will have their first meeting since summer hiatus tomorrow. Up for discussion will be the final profit for the summer book sale, attendance at the Home-Grown Markets, and the September Stroll magazine article. Preparations will also begin for the holiday Gingerbread House event.
- **Art Committee update –** N. Lehman – The committee, accompanied by art consultant Judith Klein, toured Pingree School's New Flying Horse sculptures for the purpose of selecting three new pieces for placement at the end of November on the library front lawn. Committee will select the new displays at next meeting September 24, 2025.
- **Music Committee** – M. McCarthy - Billy Joel Tribute (Ben Eramo) performance on the Town Common on August 24th was very well attended. A Blue Grass Group - The Hazel Project, will perform on Sunday, October 26, 2025 @ 4 pm at Town Hall. The music committee met earlier today on 9/9 and will meet again November 19, 2025, to firm up some leads for next calendar year.

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

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

Unfinished Business -

- **Facilities Update** - D. Tremblay - The new generator has been installed and is in good working order. A new drain pan will be installed on HVAC unit tomorrow (near teen section). Initial water issues were detected after a leak sprung from a sprinkler pipe in July. Elevator parts were installed and passed inspection.
- **Possible FY 2026 Gould Fund Trust Requests:**
    - The trustees discussed various items for the next fiscal year and what would be appropriate to request from the Gould fund. Some items under consideration are:
    - Children's Room painting and exterior painting at front of library

- Preparation of a new website for library
- Activity room lighting dimmers
- Repainting of outside light posts

New Business -

- **Staffing Update** - Sean Smith has been appointed to fill vacant position of Assistant Library Director/Head of Reference. His prior position is now being advertised.
- **Funding for ADA Compliant Front Doors**: M. McCarthy noted that a local reporter printed and article indicating that the library received $20,000 grant towards securing ADA compliant new doors for the library. D. Tremblay and the Town Administrator and Purchasing Agent are not aware of this approval. M. McCarthy will contact State Representative Kassner for further information as Kassner was quoted in this article.

Schedule Next Board Meeting – October 14, 2025, at 5:00 PM in the Activity Room.

Meeting Adjourned - Motion to adjourn the meeting at 6:20 PM by M. McCarthy, seconded with unanimous approval.

Respectfully submitted,

Nancy Lehman, Trustee

Attachments:

Meeting Agenda, September 9, 2025
Minutes, August 12, 2025
Director's Report, September 2025
Monthly Financial Report Fiscal 2026 through Aug 2025
Gould A and B Fund Profiles through Aug 2025