

**Tuesday, August 12, 2025**

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

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

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

**Members Absent** - Caroline Playter

**Reading and Approval of Meeting Minutes -**

- Approve June 10, 2025 meeting minutes - R. Whiting moved to approve the meeting minutes, seconded and unanimously approved to accept the minutes as written.

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

- **Friends of the Library update** - N. Lehman - The Friends held a brief meeting in June. They noted that there were fewer book dealers at the book sale, possibly due to other book sales held in the area this spring and in early June. The book sale was financially successful. The Friends will reach out to local communities in town next year to try to have more volunteers at the 2026 book sale. The next Friends' meeting is scheduled for September 10, 2025 at 10:00 AM.
- **Art Committee update** - N. Lehman - The Activity Room is booked through May of 2026 for artist displays. A local Topsfield resident, Marianne Strong, will be joining the committee at its next meeting, scheduled for August 27, 2025 at 10:30 AM. The committee has finalized its budget for the next fiscal year.
- **Music Committee update** - M. McCarthy - The Billy Joel tribute concert is scheduled for August 24, 2025 at 6:00 PM. Gretchen Bowder and her bluegrass group is scheduled for October 26, 2025 at 4:00 PM. The next committee meeting is scheduled for September 9, 2025 at 4:00 PM.

**Budget/Finances - D. Tremblay** - see attached

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

**Unfinished Business**

- **Facilities update** - Preventive maintenance has been completed on the roof. The roof is in fair to good condition. The leaking pipe in front of the downstairs ladies room underwent its scheduled repair. The condensation problem in the Activity Room

required a small repair which has been taken care of. In late July, a water leak was discovered upstairs due to a sprinkler pipe leak. It took four days to get it repaired and in the process it was found that the HVAC unit beneath the pipe will require a new condensation pan to be fabricated and installed. The elevator needs two clutches for the doors which are on order. The cost is approximately \$1,500. If necessary, the library will receive another extension in its current 90-day extended certificate of use. The new water bottle filling station and water fountain has been installed on the second floor. This project was funded by the Friends of the Library. The generator has been out of service for several months. It is over ten years old, which means it is out of warranty. Four different technicians from three vendors have attempted to troubleshoot the unit and cannot find the solution to the voltage issues. After extended discussion involving the cost of a new generator, and review of the library's budget, M. McCarthy moved to approve the purchase of a new generator. The motion was seconded and unanimously approved.

#### **New Business -**

- AV Project - This project in the Activity Room is complete. The new ceiling projector and four speakers are installed. The new wireless microphone can be used at lectern or handheld.
- Landscaping - Two cherry trees were recently planted. New hydrangeas have also been planted.
- Shelving - Mobile shelving for the children's room has been purchased. It should be arriving in September.
- Budget Requests – The Trustees had an extended discussion about future budget requests from the Gould Fund for fiscal year 2026. The budget request from fiscal year 2025 was reviewed as well as 2025 expenditures. The budget for the Art Committee was discussed as well as the budget for the Music Committee.
- Possible Future Projects - The Director broached a discussion on possible future improvements to the library: The children's room has not been painted for over ten years. D. Tremblay will get a quote to determine pricing. The exterior of the library needs cleaning and painting. There was a discussion as to whether the Town of Topsfield would have this as a budget item. The light posts outside need to be repainted. Additional landscaping and bed creation is being considered, including a possible row of low fencing along the main street side perimeter. The Activity Room chairs can be too heavy for some library patrons to move easily and could be up for

replacement in the near future. The Activity Room lighting could be improved with lights that can be controlled more easily and lights that can possibly be dimmed.

- **Staffing update** – Roslyn Broch will be leaving her position on Friday, 8/15. The position will be posted internally first before being posted outside of the Town of Topsfield.

**Schedule Next Board Meeting** - The next board meeting is scheduled for September 9, 2025 at 5:00 PM in the Activity Room.

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

Respectfully submitted,

Nancy Lehman, Secretary

Attachments:

Meeting Agenda, August 12, 2025

Minutes, June 10, 2025

Director's Report, July 2025

Monthly Financial Report FY 2025 through June 2025

Gould A and B Fund Profiles FY 2025 through June 2025

Monthly Financial Report FY 2026 through July 2025

Gould A and B Fund Profiles FY 2026 through July 2025

Monthly Financial Report FY 2026 through July 2025