

Tuesday November 14, 2023

5:00PM Topsfield Town Library – Activity Room

Meeting – Called to order at 5:00 PM by M. McCarthy

Members Present – M. McCarthy, Gail Bryson, Caroline Playter, Kathryn Hartmann, Director Dan Tremblay. **Members Absent** - Carolyn Jensen, Nancy Lehman.

Reading and Approval of Meeting Minutes

- **Approve October 10, 2023 meeting minutes** – M. McCarthy – motion made to accept amended minutes by K. Hartmann with second and unanimous approval.

Reports of officers, boards and committees

- **Friends of the Library update** – C. Playter –Gingerbread sign-up is going well. Membership information should be sent soon.
- **Art Committee update** – C. Playter –Sculptures have been chosen. Current sculptures should be leaving on November 27th and others should be installed a few days later. DPW will be assisting in removal/transfer. Activity room is being well utilized for art installations.
- **Music Committee update** – M. McCarthy – Acapella group/BU Treblemakers will be at Town Hall on Sunday 11/19 at 4PM. Waiting for a date for Open Mic night from Noel Cody Mumford at Creative Co-op. All-ages magician will be planned for March and a musical artist will be offered to Children’s Reading Program in FY24. Next music committee meeting will be January 22, 2024. New committee members are needed.

Budget/Finance – D. Tremblay – Budget is on target.

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

Unfinished Business

- **HVAC** – D. Tremblay – Chiller is being installed and almost completed. Once installed, condensation problems will be addressed.
- **Facilities update**– D. Tremblay –Post lights are not working – electrician has been notified. D. Tremblay will ask K. Harutunian about replacement lights for library tree.
- **Trust Fund Requests** – D. Tremblay – Materials Budget approved from Gould A - Art Budget, Music Budget, Interior shelving, chairs approved from Gould B. Landscaping request to be reviewed again later in the year. IT request not approved but IT consultant/company that town uses will be requested to give a cost quote and one other estimate will be obtained. D. Tremblay is hoping to stagger improvements secondary to

cost. G. Bryson suggested that requests from Trust Commissioners be reviewed by Trustees the month prior to meeting with the Commissioners.

New Business

- **FY25 Budget** – D. Tremblay – Library budget will be increased by 2½ % to meet MAR.

Schedule Next Board Meeting – December 12, 2023 at 5 PM in Activity Room.

Meeting Adjourned – Motion by C. Playter to adjourn meeting at 6:15 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda Tuesday, November 14, 2023

Meeting Minutes October 10, 2023

Director's Report October 2023

FY 2024 Financial Report thru October 2023

Gould A and B Fund Reports thru October 2023