

Tuesday, December 12, 2023

5:00PM Topsfield Town Library - Activity Room

Meeting - Called to order at 5:05 PM by M. McCarthy

Members Present - M. McCarthy, C. Jensen, K.Hartmann, N. Lehman, Library Director Dan Tremblay. **Members Absent** - G. Bryson, C. Playter

Reading and Approval of Meeting Minutes

- **Approve November 14, 2023 Minutes** - Deferred until next month.

Reports of Officers, Boards, and Committees

- **Friends of the Library update** - N. Lehman – Gingerbread House event netted \$1,082. Friends hosted refreshment giveaway during Holiday on the Green.
- **Art Committee update** - C. Jensen – On November 27, all of the 2023 sculptures were removed from the library grounds within one hour. The new sculptures were added over the following three days. A brochure of the new works will be available in the lobby. The Activity Room is booked through April for art displays. The Mosaic Workshop was well attended. The newly purchased fabric art piece has been installed on the 2nd floor of the library.
- **Music Committee update** - M. McCarthy - The Boston University Treblemakers a capella group concert was very well attended and well received on November 19 at the Great Hall. Open mic group may be scheduled for February. The next meeting is scheduled for January 25, 2024. It is expected that there will be two new committee members coming on board.

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

Director's Report - D. Tremblay - See attached.

Unfinished Business

- **HVAC** - D. Tremblay - The installation of the chiller is done. It was tested over the weekend and will be tested again in April or early May.
- **Entryway Foyer** - D. Tremblay - There was a leak in the pipes, believed to be due to corrosion. That will be addressed in the coming weeks.
- **Facilities update** - D. Tremblay - The drainage system will be evaluated. The outdoor post-lights have been fixed. The generator is in process of having a repair made.

New Business

- **Employee Handbook** – D. Tremblay – Selectboard will be reviewing a revised employee guidelines handbook (last edition is from 2018) that has been drafted over the past two years by 8-member recommendation committee and Town Administrator's office.

Schedule Next Board Meeting – Tuesday, January 9, 2024 at 5:00 PM in the Activity Room.

Meeting Adjourned - Motion by K. Hartmann to adjourn the meeting at 6:40 pm and seconded with unanimous approval.

Respectfully submitted,

Nancy Lehman, Trustee

Attachments:

Agenda, Tuesday, December 12, 2023

Meeting Minutes November 14, 2023

Director's Report December 2023

Gould A and B Fund Reports through November 2023

FY 2024 Financial Report through November 2024