

Tuesday, January 9, 2024

5:00PM Topsfield Town Library – Activity Room

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

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

Reading and Approval of Meeting Minutes

- **Approve November 14, 2023 meeting minutes** – deferred secondary to not having quorum from November meeting present.
- **Approve December 12, 2023 meeting minutes** – motion to approve by K. Hartmann, seconded with unanimous approval. G. Bryson abstaining secondary to absence.

Reports of officers, boards and committees

- **Friends of the Library update** – N. Lehman – Isabella Gardner and Boston Children’s Museum passes renewed. Friends are using Mail Chimp for mailings. Donation has been made to “One Thousand Books Before Kindergarten.” Book sale is working well. C.Playter has been helping and C. Jensen will volunteer to help if needed.
- **Art Committee update** – C. Jensen – Reception with outdoor artists, is scheduled for April 6, 11AM—1PM, both outside and outside. Next Committee meeting is January 31.
- **Music Committee update** – M. McCarthy/G.Bryson – Next meeting is January 22, and Tom Rosa, Jillian Palazolla have agreed to become members. Noel Cody Mumford from Creative Co-op cannot participate in Open Mic Night, so it was decided to defer event to next year. Roli-Poli Guacamole and Rock-A-Bye Beats are being considered for Children’s Programs and will be discussed with Children’s Librarian’s. Anticipating magician in the spring and Tribute band in the summer with arrangements still to be made.

Budget/Finances – D. Tremblay - see attached. Need to replace wireless access points which provide service to library building and grounds. This has to be completed in the next 3 months secondary to current contract and cost approximately \$3,000-\$6,000 – will plan to possibly replace server next year. Computer consultant will be approached for a possible lower quote.

Director’s Report – D. Tremblay - see attached. MVLC is launching new app hopefully in the next 6 weeks.

Unfinished Business

- **HVAC** – D. Tremblay – There is water leaking from small study room. Ceiling is open in entry vestibule at present to identify source of leak which appears to be from pipe

corrosion – and if not the source, further investigation will be needed. Chiller is done, necessary pipe insulation will add approximately \$1,700 to budget.

- **Facilities Update** – D. Tremblay – Storm and Sump drains have not been working fully and were cleared of debris and roots. Sump pump installed as part of the project. All costs will come out of unanticipated expenses. Generator has been repaired. Select Board has approved warrant article for \$20,000 for drainage repair/pitched trench in basement.
- **FY25 Budget** – D. Tremblay – Has been submitted for \$700,526 which will meet 2 ½ % increase. Budget has approximately increased by \$17,000.

New Business – D. Tremblay - Employee Handbook has been ratified by Selectboard and took effect on January 1.

Schedule Next Board Meeting – February 13, 2024 @ 5PM.

Meeting Adjourned – Motion by K. Hartmann to adjourn meeting at 6:07 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda January 9, 2024

Minutes November 14, 2023

Minutes December 12, 2023

Director's Report December 2023

Monthly Financial Report FY 2024 thru December

Gould A and B Fund Profiles 2024 thru December

Monthly Book Acquisition Financial Report FY 2024 thru December