

Monday, February 26, 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, Caroline Playter, Director Dan Tremblay

Reading and Approval of Meeting Minutes

- **Approve November 14, 2023 meeting minutes** – motion to approve by C. Playter with unanimous approval. C. Jensen and N. Lehman abstained secondary to absence from the meeting.
- **Approve January 9, 2024 meeting minutes** – motion to approve by C. Jensen with unanimous approval. C. Playter abstained secondary to absence from the meeting.

Reports of officers, boards and committees

- **Friends of the Library update** – N. Lehman – Museum of Science pass approved. Considering using Bay State Book Drop for book donations which will reimburse Friends. Friend's members to get an early look at Strawberry Festival Book sale.
- **Art Committee update** – C. Jensen – May is the only month which is not reserved for an art display in the Activity Room. Next December the library will be celebrating 150 years as a public library. Upcoming programs include James Kitchen, the Saturn sculpture speaker and Amy Lisko, a Tufts professor who hiked El Camino. A Metal workshop is scheduled for April 16th. John Gentile is scheduled to change the art in the lobby and is also donating 3 collages.
- **Music Committee update** – M. McCarthy/G.Bryson – Jillian Pallazola is a new member of the committee. Matt Roberts, an all-ages magician who is appropriate for the entire family, will be at Town Hall on Sunday, April 7, at 4PM. Next meeting is March 18th. Toe Jam Puppet Band will be performing June 13th, and Rolie Polie Guacamole sometime in August prior to the end of the Summer Reading Program.

Budget/Finances – D. Tremblay - see attached.

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

Unfinished Business

- **Facilities Update** – D. Tremblay – Vestibule project with leaking pipe has had the ceiling opened and valves installed so that future problems will be easier to solve. Access hatch will be cut. HVAC is working well. Annual boiler inspection indicated need for emergency switch which is scheduled. The roof inspection was

done 2 weeks ago without need for any remediation at this time. A small area above the mezzanine will have to be fixed in the next year, which should not be expensive.

- **Technology update** – D. Tremblay - Wi-Fi access points will be replaced in 2 days by the town IT company. There will be two warrant articles, one for server/IT replacements (\$15,000) and library basement water remediation (\$20,000) (See attached).
- **FY25 Budget** – D. Tremblay- see attached – meets MAR requirements.

New Business – D. Tremblay - none

Schedule Next Board Meeting – March 12, 2024 @ 5PM

Meeting Adjourned – Motion by C. Playter to adjourn meeting at 6:12PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda February 27, 2024

Minutes November 14, 2023

Minutes January 9, 2024

Director's Report January 2024

Monthly Financial Report FY 2024 thru January

Gould A and B Fund Profiles 2024 thru January

FY25 Town Budget

Monthly Book Acquisition Financial Report FY 2024 thru January