

**TOPSFIELD COUNCIL ON AGING  
BOARD OF DIRECTORS MEETING  
MAY 10, 2016 3:35 PM**

**PRESENT:** Annette Cohen, Charlotte O'Toole, Martha Davis, Lois Carpenter, Al Di Donato, Bill Quinn, Jolene Guerra, Penny Rogers, Ruth Lucy, Elaine Crippen.

**OTHERS:** Jodi Gibeley, COA Director; Kathy Faust, Liaison for the Friends; Yvonne Anderson and Andy Baumgartner, potential members of the BOD.

**I. APPROVAL OF THE MINUTES:** For the April 12, 2016 meeting: 10 approved, 1 abstained

For the April 21, 2016 meeting: 10 approved, 1 abstained.

**II. DIRECTOR'S REPORT:**

- No trips scheduled for the month of May to see how things progress with using the space at the Emerson Center.
- Go phone can be tried in the Emerson Center for about \$25. a month and will allow calls to be forwarded from the office. The office should be opened during the hours that the Emerson Center is in use by the COA. There needs to be an outgoing line in case of an emergency.
- Need to have volunteers to provide coverage when we're at the Emerson Center. If Beth isn't in the office, she will call Penny who will be the "on call" person for the next 2 months.

**III. LIAISON REPORT:**

- Jodi will be joining the Friends of the Council on Aging after she resigns as COA Director, May 11. Lynn Neimann, a friend of Jodi's, may also be joining the Friends Board. Lynn has experience with significant fund raising in other organizations.
- The Friends will be holding elections at their next meeting for some of the empty officer positions.
- Their next fund raising event will be the Strawberry Festival on June 11th on the Topsfield Common.

**OLD BUSINESS:**

- The Emerson Center had 30 visitors during the first 3 mornings of being opened. Over 60 people attended the open house, including some town employees.
- Some people expressed concern that the library space was too small for the Scrabble players to have needed quiet while playing. Will try to find overflow areas in the parlor room.
- Jodi expressed the idea of having a Thurs. "Movie and Lunch" day. In July the formula grants come out and could use that money to pay for the license to view movies on DVD from the library. A yearly license costs about \$300. A donation could be asked to help defray costs involved. Seniors would need to call the office during a particular week to find out what movie will be shown.

- Many residents of Little Brook Village need to vacate their apartments from 8 AM-5 PM each day during reconstruction. COA will be reaching out to the seniors there to make sure they know they are very welcome to relax and socialize at the Emerson Center.
- Jodi thinks that the dedicated space for Seniors should be on the first floor of the renovated Town Hall where there is more foot traffic. Other town departments are requesting different spaces in the revised plan for Town Hall.

**NEW BUSINESS:**

- Need for a search sub-committee for the new COA Director. A meeting on May 19th will review resumes. There were no internal applications and so far, 3 or 4 external resumes. Jolene Guerra, Penny Rogers, Rusty Brady, Elaine Crippen and Charlotte O'Toole will meet as part of the search for the new director. (There were 17 resumes and 5 candidates were interviewed.)
- Motion was made to have the start of the COA Board Meetings changed back to 4:30 during the daylight savings months beginning in June, 2016. Motion was seconded and the vote was 10 in favor and 1 abstaining.

Motion was made to adjourn the meeting at 4:56 PM. 10 in favor and 1 abstaining.

Next meeting will be on June 14, 2016 in the conference room of the Town Hall.

Respectfully submitted: Charlotte O'Toole, Recording Secretary