

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING

Thursday, August 11, 2022

5:00 PM Topsfield Town Library Meeting Room

Meeting – Called to order by M. McCarthy at 5:02 pm.

Members Present: Trustees – Kathy Hartmann, Carolyn Jensen, Nancy Lehman, Maureen McCarthy, Cary Playter, Director Dan Tremblay. Trustee Gail Bryson (absent)

Reading and Approval of Meeting Minutes

- **Approve June 14, 2022 meeting minutes** - Motion to accept June 14, 2022 meeting minutes with corrections M. McCarthy, seconded by C. Playter. Approved unanimously.

Reports of officers, boards and committees

- **Friends of the Library Update** - C. Playter stated that the next meeting will be in September. The Friends had a table at the Town Farmer's Market. They will also have a table at the Tomato Festival September 10, 2022 (Proctor School).
- **Art Committee Update** – C. Jensen reported art committee met on August 3, 2022 and will meet again on September 7, 2022. C. Jensen advised that Pingree School have sculptures available for viewing September 3rd. Art Committee will be selecting new art sculptures for replacement of three on hand in front of library late November timeframe. The first artist exhibit inside the Library will take place in September. Roz has other artists that are interested in exhibiting as well. The Art Committee and library staff are updating loan and purchase forms and will be reviewing those at September meeting.
- **Music Committee Update** - M. McCarthy reported 4EverFab July 30th outdoor concert well attended with 250-300 people in attendance. Andrew Marshall Concert flyers August 21st have been posted around town, on wickedlocal.com, and Masco Music parent site as well as Town Hall advertisement board. There are two more concerts scheduled Colin Jamieson (with 4-piece band) on town green September 17th and Fats Arnold and Clambake Five at Town Hall Auditorium on October 16th. Projected next Music Committee meeting September 15th.

Reports of Special Committees

- **Strategic Plan** - D. Tremblay has Strategic Plan Committee meeting August 15, 2022 to discuss results of recent library survey. There was a robust response to the survey with over 500 surveys completed. The committee will come up with bullet points and draft a plan to share with the Trustees. The final date for the plan continues to be October.

Director's Report – see attached. Circulation is still on target. June visits were the highest since pandemic began. The reinstatement of print copies of the New York Times and Wall Street Journal has been well received. The new puzzle exchange has greatly increased the traffic on second floor of the library. Three staff members attended professional development sessions in July. D. Tremblay reviewed the completed budget FY 2022. Energy costs were discussed with an eye toward increases for FY 2023.

Unfinished Business

- **Facility project updates**
 - Self-Checkout – This is slowly being used by patrons and is in good working order.
 - Fire Panel – Elevator recently repaired and inspected.
 - Roof – Small repairs have been done. There are no current problems.
 - Trees – Two trees estimates have been \$1000 and \$1400 awaiting final quote and set date for removal. Corliss will conduct landscaping study and is to return with quote.
 - Audrey Iarocci Memorial – M. McCarthy reports that G. Bryson will coordinate plans to present library gift September 2022.

New Business

Activity Room use and policy – D. Tremblay presented updated policy. Board reviewed the former Meeting Room Policy and now will be called Activity Room. K. Hartmann made a motion to adopt the Activity Room Policy, C. Playter seconded with unanimous approval.

Elevator – Upon recent inspection, it was revealed the door sensor is broken. Repair cost estimate is \$7,600. In addition, the elevator pit needs repairs and a sump pump. D. Tremblay is awaiting plumber quotes for installation.

HVAC – During recent heat wave, HVAC system was not working at capacity with difficulty cooling the library. It malfunctioned three times in three weeks. HVAC is listed in future (Capital Plan FY 2025), but this needs to be replaced before next summer. D. Tremblay explained there is quite a lead time needed (approximately 36-40 weeks) to coordinate all work needed. D. Tremblay to meet with K. Harutunian Monday, August 15th to discuss possibility of dipping into emergency facility funds.

Capital Plan – K. Hartmann requested that the Board begin to review the Capital Plan at next meeting. D. Tremblay advised he will provide that for review.

Gould Fund Trust Commissioners - . K. Hartmann has communicated with the Gould Fund Trust Commissioners. They have requested to attend the September Board Meeting at 6 pm. The Board will ask the Gould Fund Trust Commissioners for a short presentation on the “A” and “B” Funds as well as discuss funding for the outdoor sculpture program, landscaping, and music performances.

Library Director Evaluation - Six-month evaluation was completed July 29, 2022 with M. McCarthy. It will be distributed to Board Members and discussed at next Board meeting September 2022 looking at short term / long term goals.

Schedule Next Board Meeting – Next meeting is September 13th in the Topsfield Activity Room at 5 p.m.

Meeting adjourned - Motion made to adjourn meeting at 6:05 PM by C. Playter, seconded with unanimous approval.

Respectfully submitted,

Nancy Lehman, (Acting) Secretary

Attachments:

Agenda August 11, 2022 BOLT meeting

Meeting minutes June 14, 2022

Director’s Report June + July 2022

Activity Room Policy

FY 2022 + FY 2023 Monthly Financial Report