

TOPSFIELD TOWN LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, October 11, 2022

5:30PM Topsfield Town Library Meeting Room

Meeting – Called to order at 5:30 PM by Vice Chair, Cary Playter

Members Present - Gail Bryson, Cary Playter, Caroline Jensen, Kathy Hartmann, Nancy Lehman, Maureen McCarthy, Library Director Dan Tremblay

Reading and Approval of Meeting Minutes

- **Approve September 13, 2022 meeting minutes** – motion to approve with corrections by K. Hartmann with unanimous approval.

Reports of officers, boards and committees

- **Art Committee update** – Proposed art budget distributed, see attached. As Art Committee proposed budget has not received final approval by the Board, Gould Fund will only be asked at this time to allocate \$6000 for outdoor sculptures as was allocated last year. Interior art financial requests will be submitted after further review.

M.McCarthy joined meeting and resided as chairperson at 5:50 PM.

Motion to adjourn meeting at 6PM by M. McCarthy with unanimous approval secondary to presentation of Gould Fund by Trust Commissioners, Tom Walsh, chair, Richard Walsh and Rafael McDonald

Gould Fund interest has remained constant however there has been an approximate \$2,000,000 loss in principal over the past year due to the economic climate. Gould A is used for books and as the amount of accrued interest will not cover the cost of books long term, it is requested that some monies be taken out of other library funds, specifically and approximately \$3000 from Lamson Fund, \$3000 from Witham Fund and \$5000 from Library General Fund to augment same. It was reiterated by the Trust Commissioners that the Gould Fund was written for improvement of the library facility and not maintenance - and that the principal is not expendable. Gould B FY 2023 requests presented (see attached) and Trust Commissioners will advise of approvals once they have met.

Meeting resumed 6:20

- **Friends of the Library update** – N. Lehman – Friends are considering offering continuous book sale as they have had in the past. Staff should not be involved and they are considering using Venmo. The Friends brochure is being updated. They have purchased a “pop-up” tent.
- **Music Committee update** – M. McCarthy – M.McCarthy and G. Bryson met with Noelle Cody Mumford (Creative Co-op), Kathleen Hunt (Topsfield Cultural Council), Kathleen

Barbarisi (Council on Aging Director and Stephanie Sweeney (Director of Recreation) to see if they would be interested in coordinating variety of musical offerings along with dates of same. All were committed to doing this and a date for "Open Mike Night" was set for January 6, 2023 at Town Hall. N. Mumford will contact Meredith Shaw (Tri-Town Council) to see if she would be interested in joining the group. There is a possibility of offering a Jazz/Latin group in March. Next meeting is November 14th at 4PM.

Reports of Special Committees

- **Strategic Plan** – Draft reviewed (see attached). Motion to approve plan with minor grammar changes by C. Playter with unanimous approval.

Director's Report – see attached.

Unfinished Business

- **Elevator** – Repairs should be completed by the end of the week. Final cost is over \$27,000. Per Town Accountant, this will be paid for out of the Library Maintenance Budget with town will transfer monies back in at the end of the fiscal year.
- **HVAC** – D. Tremblay met with town ARPA (American Rescue Plan Act) committee to request funds for new system which is estimated to cost between \$150,000 - \$200,000. He felt that request was met well and committee has requested that he involve P. Anastasi (Facilities Manager) for further information and obtaining two other quotes. Kathy Hodges is our Finance Committee Liaison if further assistance is needed.
- **Audrey Iarocci Memorial** – Celebration for her dedication to the Library is planned for October 24th at 4PM at the Library. This will be advertised in the Library and in social media.
- **Automatic Door Opener** – This will be 4th submission for a grant with support from J. Collins Brown (fire chief) and if not approved will be considered for Town Warrant Article.
- **Trees/Landscaping** – D. Tremblay has been in contact with an Instructor from Essex Technical High School and they will prune the trees free of charge. Corliss has viewed the library property and should be submitting a bid. Smaller companies have been contacted to do same, however, they want approximately \$1000 just to do this. D. Tremblay will discuss with Instructor from Essex Technical High School to see if there is any interest in doing the project.

New Business

- **Art Policies** – Draft of Art Policies reviewed – see attached. Motion to approve by C. Jensen with unanimous approval.

Other

- **Budget** – Reviewed and on target.
- **Capital Budget** – reviewed.

Report from Trust Fund Commissioners after their meeting – Second floor gallery area painting and outdoor art approved with advisement that proposed interior art projects would be favorably received.

Schedule Next Board Meeting – Tuesday, November 8, 2022 @ 5PM.

Meeting Adjourned – Motion by M. McCarthy to adjourn meeting at 7:50 PM with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda Tuesday, October 11, 2022

Minutes September 13, 2022

Director's Report September 2022

Strategic Plan Draft

Town of Topsfield – Capital Planning Department Summary 2023-2028

FY 2023 Gould A Fund Profile

Gould B FY2023 Requests

Gould B requests Trust Fund Profile

Town of Topsfield Commissioners of Trust Funds Report – George L. Gould Fund Allocation, Library Related Funds, Other Funds, Allocation of Combined Investment Funds

Policy Regarding Art Acquisitions, Loans and Temporary Exhibits

Art Loan Form

FY 2023 Financial Report thru October

FY 2023 Art Budget