

**Tuesday, January 10, 2023**

**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, Caroline Playter, Nancy Lehman, Director Dan Tremblay

**Reading and Approval of Meeting Minutes**

- **Approve December 13 meeting minutes** – motion to approve by C. Playter with corrections and seconded with unanimous approval.

**Reports of officers, boards and committees**

- **Friends of the Library update** – N. Lehman – Discussion is ongoing about raising price of Gingerbread Houses next year. They have purchased a Certificate of Deposit.
- **Art Committee update** – C. Jensen, C. Playter – Motion made to accept 2<sup>nd</sup> donation of art by Larry Webster from Nancy Luther valued at \$500.00. A letter will be sent from D. Tremblay thanking and advising her of this. Committee to begin reviewing art stored in library and will offer unwanted art to Historical Society and then Friends of the Library. Spring talk on Fiber Art is being planned along with possible speaking date by Ted Reinstein and reception(s) for outdoor artists. Next meeting is on February 22<sup>nd</sup>, 2023.
- **Music Committee update** – M. McCarthy/G. Bryson – Open Mic Night is planned for January 27<sup>th</sup>. Tri Town Rock Band will play opening numbers. Kyle Lewis will be hired to manage sound and cost is anticipated to be about \$600 which will be requested from the Gould Fund. Russ Hoffmann has been hired to play on Sunday, March 19<sup>th</sup> 2023. Next meeting will be on January 17<sup>th</sup>, 2023 at 1PM.

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

- **Staffing update** – Sybil Hezlett (Circulation) has retired and Anna Brandenburg will be absorbing Tech Services position for the present.

**Unfinished Business**

- **Elevator** – D. Tremblay – Continuing to wait for computer chip installation.
- **HVAC** – D. Tremblay – There is a meeting tomorrow with D. Tremblay, Energy Consultant, Rafael McDonald-Selectperson and P. Anastasi-Facilities Manager to evaluate/review need and type of system. .
- **Front Doors** – D. Tremblay – Grant has been denied. As current door is ADA compliant, D Tremblay will work to rehab door and make opening of same easier. It is noted that

anyone having problems with door can be identified and assisted by library personnel. Request for new door will not be added to Town Warrant this year.

- **Water Bubblers** – D. Tremblay – Potentially added to “Action Plan” for next year.
- **Roof** – D. Tremblay – Inspected two weeks ago and found to have a “design flaw” in roof over Children’s Room which allows water to leak through the mortar/bricks if there is a heavy wind-driven rain. A mason has been hired to seal both which will hopefully remedy the situation and will delay the need for a new roof.

### **New Business**

- **Photography Policy** – Reviewed and revisions suggested. This will be revised and brought to February meeting for further review.

### **Other**

- **Budget** – D. Tremblay - Reviewed and on target. FY 2024 Proposed Budget reviewed which meets MAR (Municipal Appropriation Requirement) at this time, though final wage increases are still being determined secondary to revised personnel pay schedule adoption by SelectBoard. Final submission is due in March and M. McCarthy will plan to attend FinCom presentation with D. Tremblay on February 6th.
- **Art budget** – D. Tremblay -Discussed and advised that budget is fluid and that possible increases can be brought to Trustees for approval with subsequent presentation to Trust Fund Commissioners.
- **Gould B Trust Fund Profile** – D. Tremblay – Explanation that budgeted monies in categories are an estimate and flexible.

**Schedule Next Board Meeting** – Tuesday, February 14<sup>th</sup> @ 5PM.

**Meeting Adjourned** – Motion by N Lehman to adjourn meeting at 6:55 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda January 10, 2023

Minutes December 13, 2022

Director’s Report January 2023

Monthly Financial Report FY 2023 thru December

Gould A and B Fund Profiles thru December

FY 24 Proposed Budget

Photography in the Library Policy