

Tuesday, February 14, 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, Kathryn Hartmann, Director Dan Tremblay

Reading and Approval of Meeting Minutes

- **Approve January 10, 2023 meeting minutes** – motion to approve with corrections by C. Playter and seconded with unanimous approval. K. Hartmann abstained due to absence at last meeting.

Reports of officers, boards and committees

- **Friends of the Library update** – N. Lehman – Request for \$100 approved by Friends for food for refreshments at Music Committee events. Wenham Museum and Museum of Science passes renewed. There are 217 members from Membership Drive. Funding renewed for fish tank, and will post sign at Fish Tank for possible donations to same. Art Scholarship/\$500 will be renewed. New Friends bags have been purchased. Author Stephen McCauley will be speaking in April. On-going book sale has netted over \$250 to date.
- **Art Committee update** – C. Jensen, C. Playter – Art work owned by library has been reviewed and storage found for same. Art which is no longer needed has been donated to Friends and Historical Society. Ukrainian scenes and Larry Webster art has been hung. There is a reception planned on Saturday April 15th for outdoor sculpture artists. Publicity to be done thru Library Staff. Next Art Committee meeting is scheduled for February 22. Ted Reinstein on will be speaking on May 8th at 6:30 at Town Hall. There will be a new art exhibit in the Activity Room on March 4th with reception from 1-3 PM. Motion made by C. Playter to purchase fiber art piece for \$250 for display in the Children’s Room (“Jellyfish” by Ann Kimball). Seconded with unanimous approval.
- **Music Committee** – M. McCarthy/G. Bryson – Open Mic night was well received and well attended. Tribute bands that are advertised are expensive and D. Tremblay is exploring the creation of an account with Berklee so we can post requests on Bulletin Board. Harvard is the only responder to date to the request for an Acapella Group and they have given us possible dates. R. Hoffman Jazz Quartet to be performing March 19th at Town Hall.

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

- **Staffing update** – Anna Brandenburg will be taking over Tech. Service/Reference librarian and position and a Library Associate position will be advertised.

Unfinished Business

- **HVAC system** – D. Tremblay – RFP has been completed and money for same will come out of ARPA fund.
- **Facilities update /Front Door/Roof/Basement/Elevator** – D. Tremblay – Elevator still waiting for chip. Bar fixed on front door, other latches may need repair and locksmith will give a written estimate for same. Roof needs repointing, should be about \$5000 and we still have \$4500 remaining in account so will only need \$500 from maint. budget. Water in basement reoccurred with recent storm. Consultant viewed the conditions and advised installation of three new tiered sump pumps and large drainage system. Cost estimated at \$29,000.
- **Photography Policy** – D. Tremblay – Revised photography policy reviewed. Motion to accept by K. Hartmann. Seconded with unanimous approval.

Other

- **Budget** – D. Tremblay - Reviewed and on target.
- **Art budget** – D. Tremblay – Twelve thousand dollars approved at last Trust Commissioner’s meeting. . Thirteen thousand dollars approved for landscaping budget on a case by case basis.
- **Capital Budget** – no change.
- **FY 24 Budget** – D. Tremblay – Presented to Fin Com on February 6th with positive response. Should be above the MAR by approximately \$862. Salary negotiations are still in progress so budget cannot be finalized at this time.
- **Director Evaluation** – M. McCarthy – advised should be completed by May prior to change of Board.

Schedule Next Board Meeting – Tuesday, March 14th @ 5PM in the Activity Room.

Meeting Adjourned – Motion by K. Hartmann to adjourn meeting at 6:21 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda February 14, 2023

Minutes January 17, 2022

Director's Report February 2023

Monthly Financial Report FY 2023 thru January

Gould A and B Fund Profiles thru January

Photography in the Library Policy