

**Tuesday, March 21, 2023**

**5:00PM Topsfield Town Library – Activity Room**

**Meeting** – Called to order at 5:00 PM by Maureen McCarthy

**Members Present** – Maureen McCarthy, Carolyn Jensen, Caroline Playter, Nancy Lehman, Kathryn Hartmann, Director Dan Tremblay. Gail Bryson absent.

**Reading and Approval of Meeting Minutes**

- **Approve February 14, 2023, meeting minutes** – motion to approve with corrections by C. Playter and seconded with unanimous approval.

**Reports of officers, boards, and committees**

- **Friends of the Library update** – N. Lehman - Author Stephen McCauley will speak Saturday 4/29 from 11-1 in the Activity Room for a \$250 honorarium. The continuous book sale is thriving. The Friends brochure is undergoing revision to include a Venmo and QR code. The book sale will be held during the Strawberry Festival.
- **Art Committee update** – C. Jensen and C. Playter - On Saturday, 4/15, from 11-1, the artists for the outdoor sculptures will be speaking about their art and their other projects. Art sorting is completed, and library art is stored in the large closet in the Topsfield Room. John Gentile, who lent painting currently on display by the circulation desk, is willing to do a talk about his art and will be approached by the committee. One of the artists who was part of the fiber art display is willing to do a demonstration of fiber art in September 2023.
- **Music Committee** – M. McCarthy – Russ Hoffman Jazz quartet was well attended (March 19) with 45-50 people in attendance at Town Hall. People were very happy with the refreshments offered. The quality of the music was high, and the ensemble may be invited back. The Harvest & Rust Trio tribute band (music by Neil Young and The Who) have agreed to perform at Town Green Bandstand on August 27, 2023 (fee \$1,500) with paperwork coordination in progress with D. Tremblay. The committee is still working on securing a cappella group performance.

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

- **Staffing Update** – Anna Brandenburg's new title is Technical Services/Reference Librarian. Noreen Mirabito left to take a new position elsewhere but will be retained as a substitute. D. Tremblay and department heads are interviewing several strong candidates for two open positions: reference library assistant and children's library assistant. D. Tremblay will provide an updated staffing list to the Board at the next Board meeting.

**Unfinished Business**

- **HVAC system** - D. Tremblay - Invitations for bids will be going out on Monday or soon after. This will be posted for ten days. In mid-February there was a leak in the corner of the Activity Room which was repaired.
- **Facilities update/Front Door/Roof/Basement/Elevator** - D. Tremblay – Locksmith to come for new front door latches next week. The elevator chip is still not in. Work on the roof near the children’s room will start soon. The work to deal with the water in the basement is a future project that depends on available funding and would involve a three-tiered sump pump that would correct the issues that occur whenever there is heavy rainfall.
- **Director Evaluation** - M. McCarthy requested that D. Tremblay complete his self-evaluation and forward to board members for review.

### **New Business**

- **Regulations of the Board of the Library Trustees of The Topsfield Town Library** - The policy was reviewed. There was discussion about looking at the minutes of prior board meetings where the policy was revised in March of 2017. It was noted that the policy was adopted in April of 1992. The board will vote on revisions to the policy at the next board meeting per the regulations.
- **Membership** - M. McCarthy will submit \$20 for annual membership as a Topsfield Trustee to the Massachusetts Library Trustees Association (MLTA).

### **Other**

- **Budget** - D. Tremblay - Fiscal Year 2024 meets the Municipal Appropriation Requirement (MAR) and is acceptable. The budget reflects the 2% COLA raise and the Town of Topsfield salary adjustments. M. McCarthy moved to have the Budget and Finance added as an Agenda item for every board meeting. The motion was seconded and passed with unanimous approval.
- **Art Budget** – D. Tremblay – Twelve thousand dollars approved at last Trust Commissioner’s meeting. Thirteen thousand dollars discussed as possible need for landscaping budget. Will present to board on a case-by-case basis.
- **State Aid Account** - D. Tremblay will periodically update the board on the status of this account.
- **Schedule Next Board Meeting** - Thursday, April 20, 2023 @ 5PM in the Activity Room.

**Meeting Adjourned** - Motion by K. Hartmann to adjourn meeting at 6:30 PM and seconded and passed with unanimous approval.

Respectfully submitted,

Nancy Lehman, Trustee

Attachments:

Agenda, March 14, 2023

Minutes, February 14, 2023

Director's Report, March 14, 2023

FY2024 Budget - Budget Detail

FY2023 Gould A and Gould B Trust Fund Profile

Topsfield Town Library Monthly Financial Report FY2023

Regulation of the Board of Library Trustees of the Topsfield Town Library Policy