

**Thursday – April 20, 2023**

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

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

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

**Reading and Approval of Meeting Minutes**

- **Approve March 21, 2023, meeting minutes** – motion to approve with corrections by K. Hartmann and seconded with unanimous approval.

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

- **Friends of the Library update** – N. Lehman – The Friends received a \$1,500 donation to be used in part to provide art classes in partnership with the local Slow River group to be held in library Activity Room. The Friends will provide \$300 towards toy replacement for the library Children’s Room. The Friends received a \$1,000 grant from the Institution for Savings to use for purchase of museum passes. The continuous book sale has a net of \$400+ to date. Author Stephen McCauley will speak Saturday 4/29 from 11-1 in the Activity Room.
- **Art Committee update** – C. Playter – The Watercolor Artist exhibit is now on display; the sculpture artist reception was well received, and the artists were most appreciative; artist John Gentile has agreed to extend his loan of his iris painting for an additional six-month period (through Feb 2024); Ted Reinstein will speak at Town Hall on May 8, 2023.
- **Music Committee** – M. McCarthy – The Harvest & Rust Trio tribute band (music by Neil Young and The Who) had agreed to perform at Town Green Bandstand August 27, 2023 (fee \$1500) with paperwork coordination in progress with D. Tremblay. This performance date may move to August 20, 2023, per the band request of a conflict. This will be discussed and finalized at the Music Committee Meeting next Monday. The committee is still working on securing a group for an a cappella performance.

**Budget / Finances**

- **Budget** - D. Tremblay – Gould Fund A+B was discussed. Some expense items on Gould Fund B from March will be updated. The MA State Aid monies came in April 2023 - \$8,178.99 (are based in part of being a net lender) and will be used for new computers for public use – these are on order.
- **Capital budget / Fiscal Year 2024** - D. Tremblay advised on target, no changes.

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

- **Staffing Update** – D. Tremblay reported that the library is now fully staffed. Melissa Snyder is now hired as the new Assistant in Children’s Room. Charlene Clark is now hired

and assisting in the Reference Department. Starting next week, every Wednesday from 9A-1P Paul Fontaine from the Topsfield Department of Public Works will be working at the library (paid through library budget). He will be given a “punch list” by Director and assisting with needed maintenance tasks (raking, cleaning out basement, touch up painting and building needs).

### **Unfinished Business**

- **HVAC system** - D. Tremblay - Invitations for bids went out on Monday and will be posted for ten days. There have been inquiries and he believes the final bid will come in at a figure comparable to what was estimated. If the bid comes in under what was estimated, there may be money in budget that could be used on other needs.
- **Facilities update/Front Door/Roof/Basement/Elevator** - D. Tremblay – new front door locks working properly. Paul Fontaine will be asked to take another look at it as part of his job responsibilities. There will be a new person coming out to look at the roof and give an estimate, which should only require two days’ work. The elevator chip (controller piece) is still on back order. Awaiting response back from Trust Commissioners for funding from Gould Fund B to proceed with painting of the second floor (approximately \$9,600). Once Paul Fontaine becomes more familiar with the grounds, landscaping issues will be reviewed and will secure bids for future work.
- **Regulations of the Board of the Library Trustees of The Topsfield Town Library** - Further discussion of the amendments to BOLT policy took place. A vote on revisions to finalize this policy is to take place at next meeting.

### **New Business**

- **Director Evaluation** - D. Tremblay completed his self-evaluation which was forwarded to all Trustees for review. All Trustees completed evaluations and forwarded to Trustee Chair. Chair McCarthy compiled these into final evaluation and met with D. Tremblay earlier today. All areas evaluated met or exceeded expectations and it was considered a very good evaluation. Chair and Director discussed the evaluation, goals and objectives met and new goals for upcoming year. Chairperson shared and presented the Director’s evaluation at the meeting and the evaluation was discussed. All trustees present then discussed with the Director the goals and objectives for the coming year as well as challenges overcome during the past year.

### **Other**

- **Art Budget** – C. Playter – no update currently.

**Schedule Next Board Meeting** - Wednesday, May 10, 2023 @ 5PM in the Activity Room.

**Meeting Adjourned** - Motion by C. Playter to adjourn meeting at 6:08 PM and seconded and passed with unanimous approval.

Respectfully submitted,

Nancy Lehman, Trustee

Attachments:

Agenda, April 20, 2023

Minutes, March 21, 2023

Director's Report, April 2023

FY2024 Budget - Budget Detail

FY2023 Gould A and Gould B Trust Fund Profile

Topsfield Town Library Monthly Book Acquisition Financial Report FY2023

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