

**Wednesday, May 10, 2023**

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

**Meeting** – Called to order at 5:04 PM by Maureen 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 April 20, 2023 meeting minutes** – K. Hartmann made motion to insert 4<sup>th</sup> sentence regarding Director Evaluation to “Shared and presented Director’s Evaluation at meeting, discussed with all Trustees present”. Motion by M. McCarthy to accept amended minutes and seconded with unanimous approval. G. Bryson and C. Jensen abstained due to absence at last meeting.

**Election of officers**– M. McCarthy

- **Chairman** – Motion by G. Bryson to reelect M. McCarthy to Chairperson. Seconded with unanimous approval.
- **Vice Chairman** – motion made by K. Hartmann to reelect C. Playter. Seconded with unanimous approval.
- **Secretary** – motion made to reelect G. Bryson as secretary. Seconded with unanimous approval.

**Committee Appointments** – M. McCarthy

- **Friends of the Library** – N. Lehman
- **Art Committee update** – C. Jensen
- **Music Committee** – M. McCarthy
- **Liaison to Trust Commissioners** – K. Hartmann.
- **Bill Signing** – 1) K. Hartmann, 2) C. Playter

**Reports of officers, boards and committees**

- **Friends of the Library update** – C. Playter – Stephen Delaney, children’s author spoke with 10-15 attendees present. Donations of books to the Strawberry Festival book sale may be made starting May 31 to June 5<sup>th</sup> – sale will be June 8<sup>th</sup> – June 10<sup>th</sup>.
- **Art Committee** – C. Jensen - Ted Reinstein talk was well attended and well received. R. Broch is coordinating “Slow River “offering a sketching class for no more than 20 participants, 2 different times at future dates. Topsfield residents will be offered an early sign up. Reception for art of young artists presently on display was well attended and well received. Meg Black will be speaking on “The History of the American Flag” on June 12<sup>th</sup>

from 7-8PM. Next Art Committee meeting will be on May 24<sup>th</sup> at 10:30AM and then will be scheduled the last Wednesday of the month at that time.

- **Music Committee** – M. McCarthy – “Harvest and Rust” tribute band will be at the Common on August 20<sup>th</sup> at 5 PM. M. McCarthy will contact K. Hunt (Cultural Council) about her contact with Acapella group. Next meeting is June 26<sup>th</sup> @ 2:30 PM.

**Budget/Finances** – D. Tremblay – Gould Fund A – Approximately same amount of money will be spent from this fund as last year. Waiting for okay from Trust Commissioners to appropriate money for previously requested 2<sup>nd</sup> floor painting.

**Director’s Report** – D. Tremblay - see attached. The theme of the Children’s Reading Program this year is “Around the World” and launch event will be on June 16<sup>th</sup> on the library lawn.

### **Unfinished Business**

- **HVAC system** – D. Tremblay – Final estimate is \$184,500.
- **Facilities update /Elevator/Roof/Landscaping** – D. Tremblay – Elevator still waiting for chip which is expected in June. IC Masonry will start patching roof/waterproofing roof on June 23<sup>rd</sup> which will have a 10 year guarantee. Landscaping is being done by P. Fontaine.
- **Regulations of BOLT policy** – Regulation R:2-3.4 to be modified to say ...meetings of the Board and “to delegate” to issue and due notice.... Final transcript to be reviewed at next meeting.

### **New Business**

- **Library Holidays** – D. Tremblay will have printed schedule to be approved and voted on at next meeting.

**Schedule Next Board Meeting** – Tuesday, June 13<sup>th</sup> @ 4PM in the Activity Room.

**Meeting Adjourned** – Motion by K. Hartmann to adjourn meeting at 6:59PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda May 10, 2023

Minutes April 20, 2023

Director’s Report May 2023

Monthly Financial Report FY 2023 thru April

Gould A and B Fund Profiles thru April

Regulations of the Board of Library Trustees of the Topsfield Town Library (with edits from BOLT meeting 3/21/23)