

**Tuesday, June 13, 2023**

**4:00PM Topsfield Town Library – Activity Room**

**Meeting** – Called to order at 4:00 PM by Maureen McCarthy

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

**New Business**

- **Richard Cullinan – Activity Room Policy** – Mr. Cullinan is requesting that the Activity Room be made available for meetings of the American Legion on the 2<sup>nd</sup> Tuesday of every month at 7PM lasting until meeting is ended. He states that the group would lock the library when finished as had been done in the past, most recently prior to the library being closed to groups during COVID in March 2020. Current Activity Room Policy states that groups will be limited to 4 bookings per calendar year and that groups must vacate the library at or prior to closing time. Suggestion was made for earlier meetings at the library which he does not want to entertain at this time. The Board expressed the opinion that there was no need to change current policy.

**Reading and Approval of Meeting Minutes**

- **Approve May 10, 2023 meeting minutes** – M. McCarthy – motion made to accept amended minutes by M. McCarthy with second and unanimous approval.

**Reports of officers, boards and committees**

- **Friends of the Library update** – C. Playter – FOL Book sale during Strawberry Festival made \$3598.
- **Art Committee update** – C. Jensen – Activity room is booked for art exhibits in August, September, October, January, February and March. Future speakers will include Beverly Cook who will discuss “How to Create Fabric Art” and will loan a piece for display, painter John Gentile and photographer Ken Jordan.
- **Music Committee update** – M. McCarthy – Harvest and Rust Neil Young concert is scheduled for August 20<sup>th</sup>. Kathleen Barbarisi, director of the Topsfield COA has asked if the committee would contribute to sponsoring an entertainer at the next Home Grown Market which was favorably received for an approximate \$500 cost. This will also be presented for approval at the next Music Committee meeting which is June 26<sup>th</sup> @ 2:30 PM.

**Budget/Finance** – D. Tremblay – Budget is on target.

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

## **Unfinished Business**

- **HVAC** – D. Tremblay – Bid accepted approximately \$184,500. Installation wait will be approximately 40 weeks.
- **Facilities update/Roof/Elevator/2<sup>nd</sup> floor painting/exterior** – D. Tremblay – Chip for elevator is installed. Roof and painting starting next week and will occur over holiday weekend so library will not have to close for extra hours. Monies for both have been approved by Trust Commissioners. DPW should be doing site work and planting grass in the next few weeks. Shrub plantings will follow.
- **Regulations of BOLT policy** – D. Tremblay – Reviewed. Motion by M. McCarthy to accept revised regulations and seconded with unanimous approval.
- **Library Holidays/Closings FY24 – D. Tremblay** – Motion made by M. McCarthy to accept FY24 Holidays and Closings. Seconded with unanimous approval. Library will be closed on Monday July 3 as carpets cleaned on Saturday, July 1<sup>st</sup> need to be allowed to dry.

**Schedule Next Board Meeting** – August 8<sup>th</sup> @ 5PM – There will be no July meeting.

**Meeting Adjourned** – Motion by C. Playter to adjourn meeting at 5 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda Tuesday, June 13, 2023

Meeting Minutes May 10, 2023

Director's Report June 2023

FY 2023 Financial Report thru June 2023

Gould A and B Fund Reports 2023 thru June

Regulations of the Board of Library Trustees of the Topsfield Town Library

Activity Room Policy