

Tuesday, August 8, 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, Director Dan Tremblay. Member Kathryn Hartmann absent.

Reading and Approval of Meeting Minutes

- **Approve June 13, 2023 meeting minutes** – Motion to approve by C. Playter and seconded with unanimous approval.

Reports of officers, boards and committees

- **Friends of the Library update** – N. Lehman – Friends representative attended Farmer's Market and felt that attendance was poor – no books were sold. Will attend the Tomato Festival. Friends are sponsoring Slow River art classes at this time.
- **Art Committee** – C. Jensen – Art Committee Calendar distributed (see attached). Activity Room has been booked by R. Broch. Stover art has been hung in Quiet Room. There is discussion about what might be done to redesign the entry room board area for better appearance and display of upcoming events..
- **Music Committee** – M. McCarthy – Posters for upcoming concert of Harvest and Rust have been distributed. There is still discussion about an acapella group for the Fall.

Budget/Finances – D. Tremblay – Will be spending roughly \$129,072 for fiscal 2024 to satisfy MAR. Anticipate discussion with Town as to other needs for library budget and will meet with Trust Commissioners in Fall about available trust funds.

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

Unfinished Business

- **HVAC system** – D. Tremblay – Final estimate is \$184,000 thru MTech. We are currently using Ambient Temp as our current vendor and there is some consideration to changing vendors secondary to installation of new system and knowledge of same. HVAC chiller is planned to be installed in late October/early November.
- **Facilities update /Elevator/Roof/Landscaping** – D. Tremblay – Sump pump recently replaced along with other minor issues. Painting completed, rugs have been cleaned. Landscaping is progressing.
- **Activity Room Policy** – D. Tremblay – Letter reviewed from Topsfield Veterans about disappointment secondary to access to Activity Room. There is a question as to if there

is written policy as to who has access/keys to the facility and D. Tremblay will research this.

New Business

- **Technology Upgrades** – D. Tremblay - Consultant Equitous is suggesting upgrades as it was last done in 2017. D. Tremblay will get opinions on necessity and quotes for same.
- **Staffing Update** – D. Tremblay – Recently hired Children’s Assistant has resigned. Position will be advertised.
- **Advertising** – G. Bryson – Questioned whether advertising for other groups could/should be done on monitor in lobby. Consensus of group was that posters/information could be displayed on bulletin board in entryway, but only library offerings would be displayed on monitor.

Schedule Next Board Meeting – September 12, 2023 at 5PM in Topsfield Room.

Meeting Adjourned – Motion by C. Playter to adjourn meeting at 6:25PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda August 8, 2023

Minutes June 13, 2023 meeting

Director’s Report August 2023

Monthly Financial Report FY 2022-2023

Monthly Financial Report FY 2024 thru July

Gould A and B Fund Profiles FY 2022-2023

Gould A Fund Profile FY 2024 thru July

Art Committee Calendar