

**Tuesday, September 12, 2023**

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

**Meeting** – Called to order at 5:02 PM by M. McCarthy

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

**Reading and Approval of Meeting Minutes**

- **Approve August 8, 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 – Group has not met over the summer and first meeting is tomorrow.
- **Art Committee update** – C. Jensen – Committee has been to Pingree and will be meeting with consultant J. Klein on September 15<sup>th</sup> to review available sculptures. Upcoming presentations at the library will include B. Cook who will be presenting FiberArt on September 13<sup>th</sup> and John Gentile who will be speaking on becoming a professional contemporary artist in America on October 4<sup>th</sup>. Ken Jordan Photography will be exhibiting in November with presentation about same on Wednesday, November 8, 2023 at 5:30 PM. Review of entry room indicates need for paint and locked bulletin board. Five easels for display purposes have been purchased in two sizes for approximately \$225. Motion to purchase Fiber Art hanging “Salt Marsh Egret” by Sue Colozzi for \$4,500 with additional \$1,000 donation to Library by C. Playter and seconded with unanimous approval. This will be displayed on the second floor.
- **Music Committee update** – M. McCarthy – Committee meeting yesterday. Harvest and Rust tribute band concert was successful with over 200 attendees. Acapella groups are being evaluated including BU Treblemakers and Berklee Upper Structure. Dates under consideration are October 22 and November 5 or 19.

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

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

**Unfinished Business**

- **HVAC** – D. Tremblay – Pipe in Activity Room needs to have different insulation secondary to condensation issue and this will be added to cost of Chiller. Anticipated to be installed in early November and scheduling to do so is being planned.

- **Facilities update**– D. Tremblay –Hoping to get three estimates for landscaping so it can take place next Spring. Working on getting funding for ongoing problem with water in basement.
- **Technology Upgrades** – D. Tremblay waiting for quotes on upgrades to computer system.

#### **New Business**

- **Staffing Update** – D. Tremblay – Noreen Mirabito has returned to permanent staff as Assistant Children’s Librarian and Michelle Carley has been hired per diem.

**Schedule Next Board Meeting** – October 10, 2023 at 5 PM.

**Meeting Adjourned** – Motion by C. Playter to adjourn meeting at 6:12 PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda Tuesday, September 12, 2023

Meeting Minutes August 8, 2023

Director’s Report August 2023

FY 2024 Financial Report thru August 2023

Gould A and B Fund Reports thru August 2023