

Tuesday, October 10, 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, Kathryn Hartmann, Director Dan Tremblay

Trust Commissioners arriving at 5:30 – Chairman Thomas Walsh, Rafael McDonald, Mark Rafferty

Reading and Approval of Meeting Minutes

- **Approve September 12, 2023 meeting minutes** – Motion to approve by C. Playter and seconded with unanimous approval with K. Hartmann and N. Lehman abstaining secondary to absence at last meeting.

Reports of officers, boards and committees

- **Friends of the Library update** – N. Lehman – Museum passes have been well utilized over the past month with savings of \$2,300 to patrons. Most used pass was New England Aquarium. Renewals for Friends membership will be sent in the spring using QR code. Slow Rover Art classes to begin again in the Spring. Gingerbread house sessions will be offered along with take-home kits.
- **Art Committee** – C. Jensen – Last year’s budget reviewed (see attached). Proposed budget distributed and reviewed (see attached). Motion to approve proposed art budget by K. Hartmann and seconded with unanimous approval.
- **Music Committee** – M. McCarthy – D. Tremblay is still negotiating to find an Acapella group for November. Open mike night date will be planned with Noel Cody Mumford from Creative Co-op. We are planning on paying for the sound system costs for this event.

New Business

- **Trust Fund Requests** – D. Tremblay – see attached outline.

5:30 PM: End Library Trustees Meeting and open joint meeting with Trust Commissioners

- **Gould Trust and Small Trusts Introduction and Update** – T. Walsh – Annual report distributed. M. Rafferty introduced as new Trust Commissioner. Commissioners are pleased with how the Funds did this year. There will be insufficient interest in Gould A to entirely fund MAR and MVLC for the coming year, so will be allocating money from Small or other Trusts – determinations to be made at their next meeting.
- **Art Project funding** – C. Jenkins - Proposed budget presented with initial favorable response.

- **Library Improvement Projects** – D. Tremblay – Proposed requests given (see attached). There will be inquiry into having technology upgrades coordinated and paid for with town monies rather than Gould Fund and D. Tremblay will discuss further with K. Harutunian, Town Administrator. There is reluctance by Commissioners to approve funding for shelving, furniture and landscaping secondary to available monies this year. All other requests were looked at favorably and will be voted on at upcoming meeting.

6:30 – Trust Fund meeting adjourned.

Budget/Finances – D. Tremblay – see attached.

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

Unfinished Business

- **HVAC system** – D. Tremblay – Installation should be completed in about a month.
- **Facilities update /Elevator/Roof/Landscaping** – D. Tremblay – Landscaping estimate distributed – see attached. Faulty sensor on fire panel replaced.

Schedule Next Board Meeting – November 14, 2023 at 5PM in Topsfield Room.

Meeting Adjourned – Motion by C. Playter to adjourn meeting at 6:30PM and seconded with unanimous approval.

Respectfully submitted,

Gail Bryson, Secretary

Attachments:

Agenda October 10, 2023

Minutes September 12, 2023 meeting

Director’s Report September 2023

Monthly Financial Report FY 2024 thru September

Gould A Fund Profile FY 2024 thru September

Gould B Fund Profile FY 2024 thru September

FY 24 Trust Request Outline

Art Committee Budget

Town of Topsfield Commissioners of Trust Funds George L. Gould Fund-Allocation

