

**Topsfield Town Library Board of Trustees Meeting  
Tuesday, November 9, 2021**

**Present:** Trustees – Kathy Hartmann, Gail Bryson, Cary Playter, Carolyn Jensen, Maureen McCarthy - Director Laura Zalewski

K. Scott joined meeting at 7PM.

Guests – R. Gandt

Trust Commissioners - Tom Walsh, Dick Walsh, Rafael McDonald

K. Hartmann called the meeting to order at 6:30 PM.

- **Approval of Meeting Minutes** - Motion to accept October 12, 2021 meeting minutes by C. Playter, seconded by C. Jensen. Approved by unanimous vote.
- **Open Joint Meeting with Trust Commissioners** – begun at 6:35 PM
  - **Gould Funds** – “Commissioners of Trust Funds 6/30/2020 – 6/30/2021” document distributed (see attached). Funds have done well. Concern expressed by T. Walsh that Gould Fund A interest was \$103,000 this year and \$109,000 was spent. Suggestion that some of the library small trust funds interest be spent as well as Gould Fund A interest this year.
  - **New Direction in Art** – The Art Committee has been working with The Flying Horse Committee at Pingree School and have proposed that 3 outdoor sculptures be placed on the library lawn for the next year. Cost for this will be approximately \$6000. The Town’s liability insurance will probably negate the need for additional insurance for the sculptures. DeCordova will not be renewed next year for a savings of \$6000 and in place of this, the Art Committee has requested \$3600 from Gould B for reframing and installation of art which is already owned (see attached FY2022 Art Budget for specifics and breakdown).
  - **Library Capital Projects** – Painting and carpet installation need approval (see attached Gould B FY 2022 Requests).
  - **Landscaping Plan** – Trustees have noted that library grounds are overgrown and in need of landscaping. Asking if Gould B could fund a landscaping redesign.
  - Trust commissioners will be meeting after they leave the joint meeting and will let us know outcome of the FY22 requests.

**Joint Meeting with Trust Fund Commissioners ended at 7PM.**

- **New Business**
  - **Head of Adult Services Search** – Five applications were received. It is anticipated that an offer will be made to a candidate tomorrow with starting date in two weeks.
- **Director’s Report** – see attached.
- **Former Business**
  - **Director’s Search** – G. Bryson reported that there are five individuals who have agreed to join the screening committee – G. Bryson, K. Hartmann, K. Curran (former elementary school librarian), R. Whiting (library volunteer and former administrator/Shore School), R. Broch (Asst director/Topsfield Town Library). Thirteen applications/resumes have been distributed to group for review. Selected applicants will be screened using questions developed by this committee – interviews to start November 15th. Goal of the group will be to refer one to three candidates to Trustees for final interviews and hiring.

- **Facility project updates**
  - ADA compliant door – Awaiting grant award.
  - Carpeting – Given to Trust Commissioners for approval.
  - Fire Panel – still waiting for parts.
  - Security Cameras – Installed in 14 locations. Awaiting software hook-up. Signs will be posted indicating that cameras are in use.
  - Digital display – TV still needs purchasing. Have suggested that it be ordered/delivered from Amazon.
  - Self-checkout – purchase in December and either state aid or facilities fund may be used to pay for same.
  - Basement water leak quotes – Five different vendors have been asked for quotes with no reply.
  - Replacing bubblers with water stations will be added to FY 23 Capital requests. K. Harutunian suggested that this might be paid for thru facilities fund.
- **Friends of the Library** – C. Playter reported that there is currently gingerbread house sign up. There will be a meeting of the Friends tomorrow which she is planning on attending.
- **Art Committee/Outdoor Sculpture** – see Trust Commissioner meeting.
- **Music Committee Update** – Grisha, Flamenco guitarist, was well attended and very well received. Forever Fab is scheduled for July 30<sup>th</sup> on the Common. Next meeting will be January 6, 2022 at 4PM by Zoom.

**Trust Commissioners** stopped after their meeting to advise the trustees that requests for carpeting, painting, interior and exterior art have been approved. Landscaping design plan would not be approved but Commissioners would look favorably on purchasing shrubbery/plantings.

Motion made to adjourn meeting at 8 PM by C. Playter, seconded by K Scott - approved unanimously. Next meeting will be on December 14<sup>th</sup> 2021 at 5 PM at Topsfield Town Library.

Gail Bryson, Secretary

Attachments:

Agenda November 9, 2021 BOLT meeting

Meeting minutes October 12, 2021

Director's Report October 2021

Gould Fund A Profile November 2021

Library Financial Report November 2021

Gould B FY2022 Requests

Library Multi-year Facilities Expenditures

FY2022 Art Budget

Town of Topsfield – Commissioners of Trust Funds Report

