

MINUTES OF THE ANNUAL MEETING OF THE CORPORATION
JULY 16, 2014

Call to Order: The meeting was called to order at 7:00 p.m. by President Matthew Newman.
Present: Jon Hiltz, Jerry Davis, Anne Eustis, Megan Therriault, Matthew Newman, Acting Secretary Sally Von Benken, Treasurer Irene Martin and Library Director Susan Preece. Guests: Bernardo Feliciano and Irene Martin.
Absent: Bruce Kingdon, Larissa Picard, Teri Schultz, Joe Trafton, Jennifer Ecker, Jay Collier

Minutes of FY13 Annual Meeting: The minutes were accepted as presented with a typographical error in Item 5 corrected (the "ment" in the word "appointment" needed to be deleted).

Election for open Board Seats: Anne Eustis and Teri Schultz were unanimously elected to terms of 3 years.

Election of Board Officers: Due to the lack of quorum, this item had to be tabled until the September Board meeting

Recognition of Board Accomplishments: Find attached a listing of board accomplishments prepared and distributed by Director Preece. Highlights which Susan noted included: 1)praise for Bernardo Feliciano for his work in development/fundraising; the beginning steps in increasing staff hours and recognizing personnel needs; and the engagement with the Town with regard to our long range planning.

President Newman, in thanking Jon Hiltz for his service, noted his great sense of humor and his ability to provide alternative views to so many of the topics the Board discussed. Although Jon is leaving the Board, he will keep his seat on the Finance Committee. Those present saluted his service with a round of applause.

President Newman went on to praise the Board in general for its careful consideration of all the issues, with special thanks to Bernardo Feliciano and Susan Preece.

Adjournment: The meeting was adjourned at 7:20 p.m.

Submitted by Acting Secretary,
Sally Von Benken

MINUTES OF THE BOARD OF TRUSTEES BUSINESS MEETING OF JULY 16, 2014

Call to Order: The meeting was called to order at 7:35 by President Matthew Newman.

Present: Jon Hiltz, Jerry Davis, Anne Eustis, Megan Therriault, Matthew Newman, Acting Secretary Sally Von Benken, Treasurer Irene Martin and Library Director Susan Preece. Absent: Bruce Kingdon, Larissa Picard, Teri Schultz, Joe Trafton, Jennifer Ecker, Jay Collier

Consent Agenda: With the exception of the Treasurer's Report, the consent agenda was accepted as presented. In discussing her report, Treasurer Irene Martin noted: a) the numbers are not yet final for FY 2013; b) due to a different time schedule for bill payments, the numbers in our budget do not coincide with the numbers shown in the Town Appropriation budget; c) the discrepancies will be identified and reconciled by the end of the Fiscal Year, and will be in agreement for the audit in September; d) Susan will meet with the Finance Director of the Town to discuss how better to keep the two budgets in sync in the future.

Old Business:

Volunteer Time: Susan stressed the importance of Board members' monthly reporting of all the time spent at library meetings, thinking about the library, writing reports for the library, and/or volunteering at library events. These hours are translated into dollars to demonstrate the library's ability to supplement its budget with the Board's volunteer services. Volunteer services to the Friends of the Library are reported separately.

Friends Membership due: Susan noted the importance of renewing individual Board memberships in the Friends of the Library in a timely manner.

New Business:

T-Shirts: Director Susan Preece offered to order "Tops in Topsham" t-shirts for any Board member requesting one.

Staff/Board meeting: A suggestion made at a previous meeting to hold a joint Board/Staff meeting in order for the Board to express its appreciation for all the work done by the staff, Director Preece reported that the staff felt no need for such a meeting, noting that the annual Staff luncheon was all the formal thanks needed.

Next meeting date: September 17, 7:00 p.m.

Adjournment: The meeting was adjourned at 8:00 p.m.

Submitted by Acting Secretary,
Sally Von Benken

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, September 17, 2014
Minutes

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:07PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Irene Martin, Larissa Vigue Picard, Teri Schultz, Megan Therriault, Joe Trafton, Sally Von Benken, Director Susan Preece. Absent: Bruce Kingdon.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of July 16, 2014 (Annual and Board Meeting), Director's Report, Development Committee Report, Facilities Committee Report, and Governance Committee Report. The minutes were removed from the Consent Agenda in order to make corrections. Megan asked about the section in the Director's Report about the Affordable Care Act and whether anything has been decided regarding providing health care benefits; Susan said that discussions are ongoing. Irene highlighted some typos with percentages in the Collection and Statistics section of the Director's Report; Susan will make sure those get corrected. Megan Therriault moved that the Consent Agenda be approved; Joe Trafton seconded, and the motion passed unanimously.
- 3) **Minutes of July 16, 2014.** Anne provided corrections to the minutes: 1) Annual Meeting: Irene was incorrectly listed as a guest in the minutes; her name should be replaced with Connie Bailey's, as she was the actual guest and her name was missing from the minutes. 2) Board Meeting: Jon Hiltz should not have been listed as a member of the board in these minutes as he had stepped down as of the Annual Meeting (and left after that portion of the evening). Sally von Benken moved that the minutes be accepted with the changes; Jerry Davis seconded, and the motion passed unanimously.
- 4) **Finance Committee Report.** Megan reported that the audit is being wrapped up, and the FY15 budget is set. She thanked the Friends for providing a one-time gift to supplant the book/resources fund. Susan talked about progress on the Development Committee including the Business Roundtable, the annual appeal letter, and plans for a Whitten Society event after the holidays, ideally at the library.

Irene then reviewed the budget reports enclosed in the packet. In the **Balance Sheet**, account 1011 shows a deficit because at the end of FY14 we owed payroll money to the town; however, they thought we had overpaid them and returned the money. This deficit represents the check we've recently cut to rectify the situation. For the **Budget Progress-Town Appropriation** report, Irene noted that two months into the fiscal year represents 16.67% of our overall budget. The insurance line is at about 100% because premiums are paid in full up front. For the **Budget Progress-Topsham Public Library** report, Irene noted the \$662 in miscellaneous revenue, which is from a library credit card that earns points that can be redeemed for cash. The supplies line is slightly higher because Susan purchases supplies as needed or when there is a good deal. The investment income of \$7.77 represents interest on our checking account, not Maine Community Foundation investments, which are reported

quarterly. The **Budget Progress-Friends** report shows about half of the money they are providing this year to TPL to purchase books. The **Profit & Loss Comparative** report compares last year to this year. The contributed support line represents a total of all of TPL income—town appropriation, Friends, other revenue.

5) Old Business:

- a) **Election of Officers.** As there was no quorum at the July business meeting, Matt called for a vote on the slate of officers for FY15: Matt Newman, President; Sally von Benken, Vice President; Irene Martin, Treasurer; Larissa Vigue Picard, Secretary. Megan made a motion to accept the slate of candidates, Teri seconded the motion, and the motion passed unanimously.
- b) **Calendar of Meetings.** Susan asked that trustees mark their calendars for board and other meetings for the year. There was some discussion about the February meeting date being problematic because of school vacation, but nothing was changed, and the subject will be revisited later. Susan said February 12 is a likely, though unconfirmed date, for TPL to meet with the Board of Selectmen about the FY16 budget.
- c) **Committee Assignments.** Susan said everyone should know what committee she or he is on. Schedule: Development meets on the 1st Tuesday; Finance meets on the 2nd Friday; Governance meets on the 1st Wednesday; Facilities meets as needed. Most meetings take place at 7PM. The President sits on all the committees and the TPL Director Ex Officio. Susan noted that she would prefer not to continue as the Development Committee chair. Matt said that each committee should appoint a member to take notes to relieve Susan and Bernardo of that duty. Committee reports for board packets are due the Friday before the Wednesday meeting. Reports should be simple and concise, and should include a high level summary of what the committee addressed, any to do items, and/or items for the board to know. The board also discussed putting the Treasurer's Report in the Consent Agenda and having Irene include her notes in written form as part of that report.
- d) e) and f) **Conflict of Interest, Fraud Prevention, and Confidentiality Statements.** Susan asked that trustees sign all forms, an annual requirement.
- g) Susan asked for confirmation from staff that two staff members should again be allowed this year to receive three hours/week of relief time to do schoolwork related to their MLS degrees. The board unanimously confirmed this.

6) New Business:

- a) **Board Goal Setting for FY15.** Susan handed out a memo to the board about the implementation of the TPL Long Range Plan, based on a meeting she had with Sally and Matt to set goals. The memo lists the three overall goals of the long range plan, and the five objectives. Susan suggested focusing this year on Objective 3, specifically action item C, which relates to facilitating dialogue with town on overall town goals.
- b) **Brainstorm and Action Steps.** Matt then led a lengthy discussion on this topic to address the issues of what TPL gave up in last year's budget negotiations and how to continue the conversation with the Selectmen about what the library really needs, and how that fits into what the town needs. Susan reminded the board that roughly \$40,000 is

the difference between what we actually wanted for the FY15 budget and what we received. However, even that addition wouldn't have fully addressed all our staffing needs and the new insurance and benefits costs we may be facing.

Discussion largely centered on the pros and cons of continuing to hold meetings and conversations with the Selectmen directly (and/or solely) on these issues, versus going directly to the patrons. Most board members felt that the latter would be more productive overall and that townspeople need to understand what the library needs to be fully sustainable. While we can continue to work with the Selectmen, particularly by engaging them earlier in the budgeting process, more emphasis should be on initiating town-wide discussion, advocating for what we want, and engaging patrons more robustly in the civic process. Many town residents don't know that the library is struggling behind the scenes and may need to make some hard choices, so we need to do a better job of educating the community. We need to provide concrete information on what we're doing well and what we might need to give up.

Susan shared information about the town's own strategic planning process via a summary included in the board packet about that process. While the actual strategic planning took place in June, the town only adopted the draft summary in early September. One outcome may be the reinstitution of neighborhood meetings. Susan feels that the library could help with facilitating these kind of public forums on how the town works and what residents want, e.g. forums for fire, police, roads, etc., in addition to the library. The library is the only town department with its own board, so other departments don't have the same kind of advocates.

Opinions differed as to whether the library should be a leader on stimulating discussion about broad town concerns and future needs or advocate primarily for the library's needs. Several board members came down more on the side of advocating primarily for the library, or at least putting the library first, given that that's the charge of the trustees. We should be inviting people to the library to discuss library issues, but of course we can then encourage them to get involved in other parts of the town as well.

To that end, some of the strategies discussed included getting more townspeople to attend Board of Selectmen meetings to increase the library's voice; board members committing to attending at least two Selectmen meetings per year, and bringing others with them; going to Selectmen meetings with specific stories to tell about the library (not just going to them about money); surveying patrons via one of the e-newsletters or a pop-up on our (forthcoming) new website; using the *Cryer* to reach out to patrons about the library's needs and giving them hard numbers; using the thank-you calls to donors (something new being instituted as annual appeal donations come in) to clearly explain the return on their investment in the library; using supportive comments by donors in reports to the Selectmen and in communications with the public; and a "Did you know...?" flyer at the desk (or a handout with an ILL book) that talks about various great things the library is doing, how it meets a need, and/or how that might not be sustainable unless it's better funded or supported.

Board members stressed that there need to be simple and clear ways to explain to community members what an increase for the library—of \$40,000 or more—would mean with regard to their tax bill. One way is using an accessible metaphor like, “it will only cost you a pizza a year.” We also need to remind people what the return on investment is—currently, for every dollar they spend, they get \$14 in value. By the same token, we need to clearly explain that there is a huge cost to TPL in providing that value.

By the end of the discussion, the following concrete steps had been agreed upon: Three communications of some kind in the *Cryer* (beyond the Annual Report, which is due to the paper on October 10 and will be focused largely on reporting about last year), two public meetings/forums at library to talk about the library’s needs, and strong attendance at finance meetings and follow-up discussions with the Selectmen. A broad array of board members must be involved and speak up so it’s not left to the Director and President alone to make the case.

- h) **Important Upcoming Events.** Susan reminded board members that there are several important upcoming events: the Business Roundtable meets on September 19 at 12PM; the Friends Book Sale is September 26-28, there is a Pop-up Garden Picnic (bring a picnic and hang out) on October 4 from 11:30AM-2:00PM; and Selectmen meetings are on September 18, October 2, and October 16.
 - i) **Next Meeting:** Wednesday, October 15, 2014, 7:00PM.
 - j) **Adjournment** at 9:31PM. Teri Schultz made a motion to adjourn the meeting, Jennifer Ecker seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larissa Vigue Picard".

Larissa Vigue Picard
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, October 15, 2014
Minutes

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:05PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Irene Martin, Megan Therriault, Joe Trafton, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Bruce Kingdon, Teri Schultz. Guest: Larry Fitch.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of September 17, 2014, Director's Report, Development Committee Report, Governance Committee Report, and Friends Report. Sally Von Benken moved that the Consent Agenda be approved; Jennifer Ecker seconded, and the motion passed unanimously.

Sally asked about Topsham Historical Society's interest in restoring the Emily Whitten portrait. Susan said they are concerned about the deterioration of the frame in particular and asked if they could get an estimate for restoration. Susan agreed, and the portrait was taken to a conservator for an estimate. The initial estimate just to repair the frame came in at around \$16,000, which is far beyond the library's ability to pay. The historical society has expressed interest in conducting a campaign to raise the money. However, Susan has concerns about a fundraising campaign for the portrait in the midst of needing to focus on much broader library needs. Board members strongly agreed. Susan will make some phone calls to historical society members and express the board's concerns.

- 3) **Finance Committee Report.** Megan said the committee, at its recent meeting, reviewed and approved a final draft of the audit. Since Form 990 has to be filed on November 15, and the next board meeting is on November 19, Susan will email it to the Board to vote on it, which is required. Megan also said that the town's Finance Committee has some open seats. If anyone knows someone who might be interested, please encourage them.

Irene then reviewed the budget reports enclosed in the packet:

- **Balance Sheet.** Maine Community Foundation is supposed to provide reports at the end of every quarter, but our fund hasn't been updated recently, so that number will change as of next month. Susan will follow up with MCF to find out why they aren't providing reports on time.
- **Budget Progress-Town Appropriation.** September is the end of the first quarter, so there is more detail provided in this report this month. Percentage of budget expended should be about 25%. In most cases TPL is close to that, with the exception of insurances, which are paid in full for the year. The Grounds Maintenance line item will be removed from this report in the future, because it's not actually a TPL budget item. This represents the second payment for the walkways, which is covered by the town, but we were asked to cover the payment up front.
- **Budget Progress-Topsham Public Library.** Again, percentage of budget expended should be about 25%. Supplies are at 51% due to a Minerva payment. The 4010-

Individual Business Contribution is mostly Roundtable money, but may include other kinds of contributions. For clarity's sake, this line will be renamed "Individual and Individual Business Contributions" and the Roundtable will be moved to its own line.

- **Budget Progress-Friends.** Susan said Summer Reading is a large percentage of what we get from the Friends. We use their money first for books and materials. The Book Sale income doesn't appear here, but on the Friends' own report.
- **Profit & Loss Comparative.** This report compares the first quarter of this year to the first quarter of last year. The 4010 line item shows considerably more money this year to date over last year due to Roundtable contributions. Regarding the supplies line, Friends money is spent first for books and audiobooks.

4) Old Business:

- a) **Community Forums.** The Governance Committee recently brainstormed topics for the community forums discussed by the Board at the September meeting. The idea would be to hold two forums, one at the end of January and one at the end of March or in April. The Committee felt it was important to wait until after the Annual Appeal and the holidays. The first forum would focus on the range and cost of library services, and the sustainability of those services. The second would focus on FY16 budget needs. Board members suggested having a catchy title and interesting program description to get people in the door, as well as refreshments. The Friends are interested in drumming up support, and board members should invite friends and colleagues to attend. The tone of the program should be upbeat—e.g. this is “your library, be a part of the future.” We should provide context to attendees regarding industry trends and ask them to weigh in on what the Topsham community wants in a library. Larissa offered to help wordsmith the title and description of the forums.

At this time, Susan introduced Larry Fitch, a representative of Topsham Development Initiative, a Business Roundtable member. He is interested in being on the TPL board and thus attending the meeting to observe.

- b) **Annual Appeal Letter Review.** Susan said the Development Committee had gone through several iterations of the appeal letter and it was being presented to board members for final comments. Sally asked if there could be some additional reference to programming TPL provides for adults to balance out the mention of Storytime. Matt explained that leading off with the Storytime reference is meant as an example of a time the library went above and beyond; the letter is not meant to provide a comprehensive review of programs. However, Susan will add some wording that briefly references other ways the library has gone above and beyond, and then the letter will be considered final.

5) New Business:

- a) **Highlands Community Room Policy Revision.** The Board reviewed the revised policy, as suggested by the Governance Committee. Matt said the policy is complex and it's not necessarily perfect, but it will be good to have something on paper to provide to parties interested in using the room and start generating some revenue. It also provides a

document for TPL staff to rely on when they need to refuse a request. The policy can be modified as needed as time goes on. While events with alcohol will be generally prohibited, TPL will assess requests on an individual basis in consultation with the town. Joe noted that MSAD75 should be listed in the “no fee” category; Susan will make that correction. Anne Eustis made a motion to accept the revised Highlands Community Room Policy with the revision; Joe Trafton seconded, the motion passed unanimously.

- 6) **Important Upcoming Events.** Susan reminded board members that there are two important upcoming events:

- a) **Selectmen’s Candidates Forum – October 27 (Monday) at 7:00PM at Municipal Offices.** There is some question as to whether this Forum will happen, as not all candidates have confirmed their attendance yet. The Forum is hosted by TPL and the League of Women Voters, and has been done several times in the past. It will be televised. Sally asked for suggestions on questions to ask the candidates. Matt recommended, “How do/would you make decisions about the budget? How do you prioritize? What is your vision for the town?” Joe suggested being more specific: “How would you address a need for additional funding for staff at the library?” Susan said attendees would be invited to write questions on cards. The moderator will then ask the questions to keep the questioners anonymous.
- b) **Selectmen Meetings.** Susan reminded board members that Selectboard meetings are available on the town’s website at <http://vimeo.com/topshammaine>.
- c) **Maine Library Commission.** The MLC is the public body that reviews libraries in the state. The commission has been working on the creation of standards and a certification process; Susan is on that committee. Certification would identify libraries as meeting “core” or “exemplary” standards. Since no libraries have yet asked for certification, the Commission would like a library to apply to get the ball rolling. Susan is drafting a letter to request certification for TPL, which will go out under Larissa’s signature, as TPL Board secretary.

- 7) **Next Meeting:** Wednesday, November 19, 2014, 7:00PM.

- 8) **Adjournment** at 8:05PM. Megan Therriault made a motion to adjourn the meeting, Jennifer Ecker seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

**Topsham Public Library
Board of Trustees Business Meeting
Wednesday, November 19, 2014
Minutes**

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:08PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Irene Martin, Joe Trafton, Larissa Vigue Picard, Teri Schultz, Sally Von Benken, Director Susan Preece. Absent: Bruce Kingdon, Megan Therriault.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of October 15, 2014; Director's Report; and Development, Finance, and Governance Reports. Sally Von Benken moved that the Consent Agenda be approved; Jennifer Ecker seconded, and the motion passed unanimously.
- 3) **Old Business:**
 - a) **Selectmen Neighborhood Meetings.** Three meetings have taken place so far, on November 12, 16, and 17; there is a final meeting on November 24. Anne attended the first meeting at the Frost Mansion; Susan attended the second and third at the library, which had 49 and 39 attendees, respectively. Teri also attended the second. Only one mildly negative comment about the library was shared (regarding a lack of collection items interesting to the claimant), but was largely eclipsed by other very positive comments. General topics at the meetings included safety and road conditions, open areas/parks/walkways, blighted/abandoned properties, and concerns about mixed-use areas and development (e.g. Pejepscot Village, Turkey Run). Overall, the conversations have been very good and not at all adversarial. The Selectmen have been pleased by the response and plan to introduce a quarterly newsletter to continue improving communication with residents.
 - b) Susan mentioned that there were no Friends minutes in the packet because they have a substitute secretary this month, and the minutes had not been submitted.
 - c) Susan provided an update on a meeting with the Topsham Historical Society on restoring the Whitten painting. The estimate for just the restoration work on the painting itself is \$1,250; replacing/restoring the frame would be approximately \$16,000. There is strong interest on the part of some historical society members to make sure at least the painting restoration happens, and ideally, that it also gets reframed and relocated. Susan explained to the historical society that any requests must go before the TPL board.
 - d) **Whitten Society Event.** The Development Committee created a sub-committee, which met the week prior to the board meeting, to move forward with plans for the Whitten Society event. The Committee asked for board approval for the new "Sarah Whitten Community Award"—which will be given annually by the board—and for the first award to be given to Connie Bailey. Susan said she is highly deserving of the award, and has "put the library on the map" in the artist community in the area because of her work on the "Joy of Art" contest. Jerry Davis made a motion to approve the award and accept Connie Bailey as the first awardee, Anne Eustis seconded, and the motion passed unanimously.

The event will be on February 6 from 6-8PM at the library. It will be catered and have live background music; the award presentation will take place approximately a half-hour into the

event. The award will likely be an engraved crystal book that Teri found online; it will cost approximately \$100-120.

Larissa suggested rewording the first sentence of the award text to say, “The Sarah Whitten Community Award is presented **to an individual, group, or business** in recognition of outstanding contributions to the Topsham Public Library and the community.” (The phrase in bold was moved from its prior placement at the end of the sentence.) The board agreed on this new wording.

4) New Business:

Matt Newman briefly stepped out of the meeting at this point to participate in a short interview with TPL staff member Emma Gibbon, as part of a research project for her master's degree program. Although he returned several minutes later, Sally Von Benken chaired the meeting from this point on.

- a) **Gift Policy.** The board reviewed language for a new gift acceptance policy. Susan is happy with the wording, which is standard not-for-profit language. Joe initially thought it was possible someone could misconstrue the final sentence because people might think “third party” could refer to Bernardo, who is compensated in his position as development coordinator. Jennifer and Irene argued that Bernardo isn’t, in fact, a third party—he’s a first party. Anne made a motion to accept the Gift Policy as worded, Teri seconded, and the motion passed unanimously.
- b) **Annual Appeal Funds disbursement procedure.** Irene asked the board to refer to the Balance Sheet in the packet, specifically the deficit amount of $(-) \$11,621.31$ under Unrestricted Funds. At the Finance Committee meeting, there was a discussion about whether or not to make some accounting changes to better represent TPL’s current funding status. While TPL has a single checking account that shows a healthy balance, the accounting must differentiate between restricted and unrestricted funds. Restricted funds can only be spent on items specified by the donor or grantor; unrestricted funds can be spent on any part of the budget, as determined by the TPL director. Although the Annual Appeal can be spent on a variety of needs, it is, in fact, a *board*-restricted fund, meaning the board has to approve expenditures out of that fund.

Thus, because most of the monies coming in under the TPL budget qualify as restricted in one way or another, and we’ve had some large *unrestricted* expenditures to date this fiscal year (including a Minerva payment moved from the town budget to the TPL budget in FY15, and a larger than budgeted payment to the *Cryer* for the Annual Report), the Unrestricted Funds line item shows this large deficit. We originally budgeted spending \$5,000 in unrestricted funds, but we have gone well beyond that because of these costs. The money will be made up over the course of the year, by Business Roundtable contributions and other sources, but in the interim, the Finance Committee suggested drawing down Annual Appeal money twice a year (in July and January) to cover the Unrestricted Funds deficit and provide better cash flow.

Susan said it can be viewed two ways: On the one hand, it may be good to clearly show the negative number, so that people can see that the library is only able to cover its costs with individual and foundation donors (i.e. restricted funds). However, she worries that because the numbers don’t look healthy on paper, people will have concerns about how the library is managing its funding.

Joe said he would find it more concerning to move the Annual Appeal money; other board members agreed. Matt said he feels it's easier to explain why we show an Unrestricted Funds deficit, and to say we have to fundraise to overcome that. The board agreed to leave the accounting procedure as is.

Matt asked if we track where the Annual Appeal money goes each year. Susan said that we do, it is used for different purposes each year, and the annual appeal letter clearly states that it will be used for "materials and other needs" to keep it flexible.

Matt referred to the editorial shared in the packet about the recent discovery of embezzlement at United Mid-Coast Charities, and how that speaks to the need for internal controls and board oversight on accounting issues such as this one.

- c) **Holiday Festivities.** The board agreed to have refreshments at its December meeting. Larissa will send an email reminder to board members and compile a list of what people are bringing. Susan asked the board to support funds for a staff appreciation dinner at an area restaurant, which will probably take place in January. The board unanimously agreed to approve funds for the dinner, in an amount at the director's discretion.

- 5) **Important Upcoming Events.** Susan reminded board members that there are two important upcoming events:

- a) **Santa Reads, December 10-12.** This new program is being funded by Jim Howard of Priority Real Estate, LLC. Santa will read to children and give out Newbury and Caldecott Award-winning books. The event for young children will be on the 10th; with separate times for older children on the 11th and 12th. Susan asked for suggestions of people who might be interested in being Santa for the older children. Sally and Jerry know a couple people at the Highlands who might be interested and will speak to them.

- b) **Joy of Art Reception, January 17, 1-3PM.** Please come!

- 6) **Next Meeting:** Wednesday, December 17, 2014, 7:00PM.

- 7) **Adjournment** at 7:58PM. Teri Schultz made a motion to adjourn the meeting, Joe Trafton seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

**Topsham Public Library
Board of Trustee Business Meeting
Wednesday December 17, 2014
Minutes**

1) Call to Order:

The meeting was called to order by Matt Newman, President, at 7:05pm.
Present: Teri Schultz, Irene Martin, Anne Eustis, Jerry Davis, Sally Von Benken, Jennifer Ecker, Matt Newman, Joe Trafton, Larry Fitch, Megan Therriault and Director Susan Preece.
Absent: Larissa Vigue Picard, Bruce Kingdon.

3) Governance Committee Recommendation:

Matt recommended that we skip ahead to the Governance Committee Recommendation item on the agenda and invite Larry Fitch to the meeting. Jerry made a motion, and Anne seconded for Larry to officially join board. Motion passed unanimously.

2) Consent Agenda:

The board reviewed the Consent Agenda, which included the Minutes of November 19, 2014, Directors Report, Staff Meeting Minutes, Facilities Committee Report, Finance Committee Report, Governance Committee Report, and the Friends Meeting Minutes.

Irene had a correction of spelling from 3d that Jerry David should be Jerry Davis, and that 4b, last paragraph, should be changed from “one the one hand” to “on the one hand”.

Anne asked about the statistics around the increase in e-books, and Susan guessed that people might be using e-books more due to weather and the library being closed.

Teri asked Susan about what time the Whitten Society event is as the time difference in several places, and Susan confirmed it should be 6-8pm, and that 3d from the Consent Agenda was marked incorrectly. Jerry thought it might also be incorrect on the newsletter and Susan was going to mention to Bernardo.

Joe made motion to accept the Consent agenda, and Jerry seconded. Sally asked to have a vote. Motion passed unanimously.

4) Development Committee Report:

Susan gave the report out at the beginning of the meeting, and gave a short recap of the development meeting. Susan had a list of people who donated to annual appeal that she circulated, and asked that board members signup if they knew the person who they might want to reach out to and thank personally. Joe had a question on the report in regards to Bernardo's time, and Susan clarified the wording, and that it was for development activities.

5) Old Business:

a) Request to serve wine at Whitten Event:

Susan went to the selectmen's meeting and read memo from library board about requesting allowing wine at the Whitten event. Generally it was well received. A selectman asked whether tax money was going to buy the wine, and Susan explained no. There was a discussion around who had liability insurance to cover the event, and how would that work out, and that Town Manager Rich Roedner and Susan would make sure they had it clear. The selectmen decided to table the request and have a discussion about it at the next selectmen's meeting, scheduled for Thursday, December 18, 2014.

Since then there have been several towns people who have approached Susan and selectboard members with concern about allowing alcohol at the library. Susan's impression is that the formal legal language makes it sound different than the actual request, which is not asking for a blanket change, but just for this one event as a trial run. Any other events would require getting permission. The library board discussed the merits of pursuing this as a way to show donors appreciation,

Susan suggested it would be good to have people contact the select board members if they are in support, and potentially show up at the next selectboard meeting. Susan suggested it would be nice to have non-board members reach out. Megan suggested that isn't something that we should burn bridges with the town and selectboard over.

Bernardo came into the room and sat down.

Matt made the point that it was meant to be a nice treatment to donors, and also was in support our entrepreneurial effort to have more variety of events at the library. Anne pointed out the event would be invite only, after hours, and without children present. Matt seems to think once folks understand what we are asking for folks should be more supportive, and Susan said she would give a layman's overview of the request at the beginning of the selectboard meeting, and requested library board members show up for support.

Bernardo left.

b) Furniture replacement

Two sofas in the library, purchased in 2005, (a three seat and two seat) have torn covers. Susan requested estimates from three to four businesses to repair with no success. She was able to get a discount of 20% off from the company who made the original sofas. She suggested we replace them with two two-seat sofas, and with the discount, it would bring the cost to under \$2,500. There was a discussion on what color to go with, the original maroon which was still available, or a taupe/gray color. Megan asked if it would put us under budget and Susan explained we have money in unrestricted funds for furniture that has been sitting there for a while. Susan suggested another option was that we could just remove them and not replace them.

Teri made a motion to allow Susan to spend up to \$2500 to replace the damaged furniture with the color taupe/gray fabric option. Megan seconded. Matt asked to have a vote. Motion passed unanimously.

6) New Business:

Bowdoin Central School Request - (not on the agenda)

Susan reminded us that this past summer we had allowed library cards to students from Bowdoin Central school for the summer only, since they don't have their own library, and they are part of the SAD 75 school district.

Susan has received another request from the principal and Title 1 teacher. They have asked to purchase 45 adult card subscriptions (since we do not have child only card rates), so that they can offer 45 students from grades K-5, who receive literacy intervention through the Title 1 program, library access during the school year.

Susan (and Cyndi) requested we offer them free cards, as they are part of the school district, and in need. Sally expressed that it would be nice to do, and Joe and Megan agreed. Susan suggested it might be a year by year application.

Larry posed the question that if they were willing to pay why wouldn't we take it. Matt quantified it as \$1,800 in income, and wanted to point out that when we are asking for significant budget requests, it might look bad that we are turning down money.

Joe explained what Title 1 means, and it's for kids who need extra help and aren't meeting standards, and others pointed out it also means lower income kids. Joe suggested that allowing kids free cards might encourage an increase in out of town patrons, and it would be good PR to support kids in need.

It was suggested maybe asking for half or reduced fee as a compromise. Or to offer them for free and request a donation that the school thought was fair. Susan will have a conversation with the folks at Bowdoin Central about our concerns, and whether or not they might offer a donation.

Teri and Megan suggested we take a break and eat at 7:54pm.

Meeting was resumed at 8:01pm.

a) FY 2016 Budget Draft:

Susan started off the conversation explaining that she would like to increase salaries to better bring library salaries inline with comparable Topsham town positions. This was after looking at the budget, and much discussion with committee and board members, and review of other town department salaries.

In the past the selectboard have said before that all town employees should have comparable wages. Susan pointed out that a custodian at town office makes \$16/hour, whereas the library custodian makes \$12/hour. She also explained that we fall into the middle when comparing salaries with other libraries.

Joe asked how Susan came up with the comparable salary figures. Susan explained she looked at job descriptions and tried to match those tasks with library positions and task. Example was that a clerk at the clerk office, could be compared to a circulation staff member.

Specific payroll increase would be 5 hours to one person, bringing them to a full time and benefit position, and 4 hours to circulation. Susan explained that the health insurance reflects dropping down a policy level, and reimbursement from 85/15 to 80/20. Currently one person uses insurance, and one person takes buyback.

It was discussed that the increase in budget was alarming, but it's a gap that has been growing, and we either need to meet it or cut back. Roughly 70% of increase in budget is for payroll and benefits, and would be a commitment and not a one time expense.

Susan reminded us that the first draft of the budget is always the largest, earliest, and the first pass. She has a meeting with Rich on 1/13/2015 to get some feedback. We agreed we were comfortable that Susan can share the budget with the town.

Other feedback and discussion included:

- Susan pointed out that we could model ourselves after Curtis Memorial and remove materials budget and make patrons pay for that.
- Sally asked why Minerva line item on budget was 0, and Susan explained it would be paid by business roundtable.
- Teri questioned that it might be easier to raise money for a specific thing (e.g. books and materials), and that might be an easier ask to get folks to donate.
- Matt wanted to be clear that the increase represents two important things we're trying to address - the gap between what we need and what we actually get for funding.

b) Information Session presentation

Susan presented the draft of the slides for the January information discussion/meeting.

Feedback and discussion included:

- Matt suggested on the *Library Budget* slide it would be nice for comparison to see what we originally asked for and what we actually received from the town.
- Someone made the comment that the *Number of staff (FTE)* may not be useful for telling our story as it is a bit confusing to explain/understand easily.
- In talking about staffing, Susan made the point that having more staff hours could mean more time to better manage and utilize volunteers, and thus allow an even greater increase in services offered.
- Jerry asked about circulation, and Susan said that it is flattening.
- Sally said she liked the *Number of staff (FTE)*.
- Susan explained bare minimum staffing requirements, and that there needs to be at least 3 people working at a time. So for an 8 hour day the bare minimum is 24 hours of staff per day.

- In order to best tell our story Matt would like to see a list of the kind of service we aren't able to provide given our current staffing and budget restraints.
- Megan asked when and who this would be presented to, and Matt explained it would be at January public meeting for discussion with patrons and towns folk.
- Matt requested we think about how we might present the slides, who is going to talk, and how we can make it dynamic and encourage discussion.
- Sally requested to get a comprehensive list of all the things going on at the library to best know all that is offered.

7) Important Upcoming Events:

- a) Joy of Art is 01/17/2015 from 1-3pm
- b) Whitten Society Event is 02/7/2015 from 6-8pm

8) Next Meeting:

Wednesday, January 21, 2015

9) Adjournment:

At 8:41pm Sally made a motion to adjourn the meeting, Teri seconded, and the motion passed unanimously.

Respectfully submitted,



Jennifer Ecker

**Topsham Public Library
Board of Trustees Business Meeting
Wednesday, January 21, 2015
Minutes**

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:06PM.
Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Larry Fitch, Bruce Kingdon, Irene Martin, Joe Trafton, Larissa Vigue Picard, Teri Schultz, Megan Therriault, Director Susan Preece. Absent: Sally Von Benken.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of December 17, 2014; Director's Report; Staff Meeting Minutes; Finance, Governance, and Development Committee Reports; Friends Meeting Minutes; and new board and committee lists. Larry Fitch made a motion to approve the Consent Agenda. Anne Eustis and Teri Schultz made the following corrections to the Minutes:

- 2) Consent Agenda: Teri's name is misspelled in the fourth paragraph
- 6) fifth paragraph: remove apostrophe from "kid's"
- 6) final paragraph: "thought" is misspelled
- 6a) fifth paragraph: delete second "we"
- 6a) seventh paragraph, first bullet: delete "to"
- 6a) last bullet: change "about" to "that"
- 6b) fifth bullet: delete everything after "because"
- 6b) ninth bullet: change "request" to "requested"
- Under New Business, fifth para, its not it's

Larry's motion was revised to approve the Consent Agenda with the Minutes as amended; Anne seconded the motion; the motion passed unanimously.

3) Old Business:

- a) **FY16 Budget Draft/Breakdown of Budget Presentation.** Susan has begun getting ready for the budget presentation to the Selectmen on February 26 and shared the first few slides she has drafted based on the Selectmen's template, including listing the budget goals. She met with town manager Rich Roedner on January 13, at which time he suggested that board members be the ones to present the budget to the Selectmen and Finance Committee. The Selectmen are likely to have concerns about increases due to, among other things, the strong possibility of revenue sharing going away.

Susan said Rich suggested asking for the increase over two years. Joe said it ultimately comes down to the town meeting and the decision of the townspeople. Susan got official figures on cost per household: Based on an average \$188,000 property valuation, the library currently costs taxpayers \$42.15 annually. Our proposed increase would raise that approximately \$17 to \$57+ per household.

Matt recognizes that the overall percentage increase and the new gross number we're asking for will be troubling to some people, but the board's job is to tell the Selectmen what we need, and we shouldn't censor ourselves. Susan said the library has traditionally made an assumption about what will be palatable to taxpayers, without clearly telling taxpayers what is needed.

Megan said that the presentation should identify specific things that will change if we don't get the increase. Susan said we would need to reconsider amount of programming TPL does and these would be tough choices. Just as examples, would we discontinue Book Look at the Highlands? Cap registration for Story Time? Charge more for community room use? Larry said we should prepare several budget plans—one for flat funding, one for the increase we are asking for, one for somewhere in between—to show that actions will have clear consequences.

Susan explained that about \$42,000 of the increase is allocated to returning the materials and outside services funding to the budget. The remaining funds would be for restoring the full-time position that was lost when the previous children's librarian went on maternity leave and increasing staff salaries to bring them in line with other town staff. There is also a 9% increase in health insurance.

Joe suggested asking that the library budget be included as a separate item on the warrant because addressing our needs only to the Selectmen limits us. Susan said that prior to her tenure, the library was a separate article but it was folded into the overall budget with the idea that TPL might eventually become a formal town department. The decision was eventually made to have it remain a separate entity. Susan said that even if the increase request is rejected at town meeting, we'll at least have a clear answer from townspeople themselves about what they want in a library. Megan asked if the increase is rejected, does the library get nothing? Joe explained that, no, the warrant would be written in such a way that the vote could be for accept the Selectmen's increase or our increase or something in between.

Matt said it was good for other departments to see us asking for what we really need. Anne said that Susan has board support, unlike other department heads. Susan suggested that we acknowledge in the presentation that the increase is significant, and offer to the Selectmen that if they prefer to remove the TPL request from the overall budget, the board won't have a problem with that.

That was followed by a brief discussion of how to represent the budget goals. The decision was made to switch #1 and #3 to start off with the raising salaries to be more in line with other town staff. Number 4, "Discuss the need for proactive planning," should be removed as a specific FY16 goal since it's really about the long-term—in other words, instituting a more realistic percentage increase annually to account for materials and services costs that increase annually.

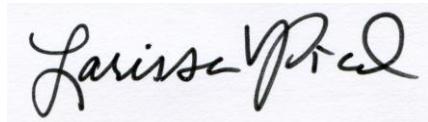
Matt and Irene both said they could be at the budget presentation. Megan may be able to be there. Susan will talk to Jon Hiltz and Erick Eaton about attending as well, since they continue to sit on the Finance Committee and are familiar faces to the Selectmen. Susan will set up a meeting about the presentation in next two weeks.

4) New Business:

- a) **Next meeting date during February vacation.** Susan asked the board if they wanted to reschedule the February meeting since it falls during school vacation week. Susan, Teri, and Matt are not able to make the meeting, but the board agreed to stick with the February 18 date. Library assistant director Cyndi Byrne will stand in for Susan, and Sally will run the meeting in place of Matt.

- b) **Information Sessions presentations.** The Governance Committee has set Information Sessions presentation dates: Saturday, March 14 at 10AM, and Wednesday, March 18 at 7PM. The latter date is the same night as the regularly scheduled board meeting. The board agreed to hold a short meeting from 6-6:30PM to cover the Consent Agenda.
- 5) **Important Upcoming Events.**
- a) **Whitten Society Event, February 6, 6-8PM.** The award presentation will take place at 7PM. Matt will welcome everyone, say a few words about the Whitten Society and the award, then turn it over to Susan to talk about Connie Bailey. We will know soon whether or not we will be able to have wine at the event.
- 6) **Next Meeting:** Wednesday, February 18, 2015, 7:00PM.
- 7) **Adjournment** at 8:09PM. Teri Schultz made a motion to adjourn the meeting, Jennifer Ecker seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

**Topsham Public Library
Board of Trustees Business Meeting
Wednesday, February 18, 2015
Minutes**

- 1) **Call to Order:** The meeting was called to order by Sally Von Benken, Vice President, at 7:04PM.
Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Larry Fitch, Bruce Kingdon, Irene Martin, Joe Trafton, Larissa Vigue Picard, Teri Schultz, Megan Therriault, Assistant Director Cyndi Byrne.
Absent: Matthew Newman, Director Susan Preece.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of January 21, 2015; Director's Report; and Finance, Governance, and Development Committee Reports. Anne Eustis made a motion to approve the Consent Agenda, Teri Schultz seconded the motion; the motion passed unanimously.

Referring to the letter from Beth Edmonds, Larry asked how many libraries might be considered "exemplary." Cyndi said Beth likely said that because she personally looks favorably on Topsham Public Library and TPL has been helpful to Freeport Community Library in the past (where Beth is director). The board agreed that it's unfortunate that the Maine Library Commission elected not to move forward with evaluation.

3) Old Business:

- a) **Whitten Society Feedback:** Board members suggested that next year more wine will need to be supplied as we ran low, and that the food needs to be heated and brought out more quickly. The caterer was supposed to have a second toaster oven, which would have speeded things up a little. While the food quality was good, it was perhaps not as good as the previous year. The 6-8PM timing led some attendees to believe that there was going to be more substantial food so perhaps a 5-7PM time would be better next year so that people still have time to go to dinner following the event. Everyone was impressed with the attendance (about 60 people). The set-up worked well.
- b) **FY16 Budget Presentation – Feb. 26.** Irene said that the Finance Committee reviewed the slides for the presentation at their recent meeting. She explained that TPL is slated for last on the agenda, and that this presentation will be different than in the past. Susan has created fewer slides, with more text than numbers. Matt will be making the presentation and will stress how the budget represents our goals for the library. Irene reviewed the eight slides. In Slide #2, Sally suggested adding a brief explanation for the Selectboard as to how the \$14 figure was arrived at. Larry asked if the last slide, "Options for Presentation at Town Meeting," should instead immediately follow the "Our Goals" for better flow. Irene and Larissa disagreed, saying "Options" does in fact represent the concluding point in the presentation. It was agreed to leave it at the end. Irene explained that the second option on that slide, regarding adding a Library Board recommendation if the TPL budget stays folded in to the overall warrant, is important because TPL is the only town department with a separate board. Joe suggested that that point be explicitly explained to townspeople if the TPL budget stays in the regular warrant.
- c) **Information Sessions presentations:** The board briefly reviewed the additional set of slides in the packet that are for the Information Sessions. There were no changes to these. Jennifer Ecker helped Susan put them together. The sessions are: Saturday, March 14, at 10AM; and

Wednesday, March 18, at 7PM. Board members were encouraged to attend the March 14 session if at all possible; the March 18 session is the evening of the regularly scheduled board meeting (which will take place prior to the Info Session). Megan asked how the sessions are being advertised. Sally said they presumably would be advertised via all the regular channels. Teri mentioned that the *Cryer's* deadline for getting a notice in had probably passed, in the event hasn't already been placed.

4) **New Business:**

- a) **Teen Services.** Cyndi Byrne shared her experiences working with teens at TPL over the past 13 years. She adopted the teen program when a previous Children's Librarian left in 2002. Before that she worked on the circulation desk part-time. In 2002, enrollment for children in summer programs at the library was a total of 278, including teens; now TPL hits that number just in teens alone. In 2003, Cyndi started a teen book discussion group, and subsequently started getting teens in as volunteers. Her philosophy is not to talk down to them or make assumptions about their interests, but to treat them like they want to be treated and base programs and collections on what they ask for. This school year she has 16 teens in the book group (2 of whom are boys), and they recently finished *Lord of the Flies*. She maintains a relatively loose structure to make them feel comfortable. Programs like Galaxy Spray Painting—which is basically just communal painting on big sheets of cardboard—is very simple and easy, but it's fun and empowers them. Cyndi has found the school system (primarily the middle school) somewhat difficult to work with because the school library set up is far more structured with more "rules." Challenges at TPL for the teen program include limited space in the YA room including no casual drop-in space for teens to just observe what's going on in case they aren't sure they want to join the group right off.
- b) Cyndi mentioned that 166 people had been in the library by noontime that day. It was hectic but great to witness—a good indication of how the library's value.

5) **Important Upcoming Events.** Sally reminded everyone of the following events:

- a) February 26 budget presentation to Selectboard and Finance Committee (around 7:45PM).
 - b) Music in March program, every Saturday at 2PM. Several people commented on how enjoyable this series is.
 - c) Information Session presentations referred to above.
- 6) **Next Meeting:** Wednesday, March 18, 2015, 6PM. The earlier time is to account for the 7PM Information Session presentation that evening at 7PM.
- 7) **Adjournment** at 7:43PM. Anne Eustis made a motion to adjourn the meeting, Teri Schultz seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

**Topsham Public Library
Board of Trustees Business Meeting
Wednesday, March 18, 2015
Minutes**

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:03PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Larry Fitch, Bruce Kingdon, Irene Martin, Joe Trafton, Larissa Vigue Picard, Teri Schultz, Sally Von Benken, Director Susan Preece. Absent: Megan Therriault.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of February 18, 2015 Board meeting; Director's Report; Finance, Governance, and Development Committee Reports; and the Friends draft minutes for February, 2015. Larry Fitch made a motion to approve the Consent Agenda, Bruce Kingdon seconded the motion; the motion passed unanimously.
- 3) **Old Business:**

Information Session presentation, Saturday, March 14. The first of the two Information sessions went very well. Thirty-two people attended. Many were familiar faces, but not all. Mike Whitney, Chair of the Town Finance Committee, attended and is supportive of TPL trying to address the challenges of the library head-on. He made productive contributions to the discussion, including about the various pressures facing the town. To a certain degree, the Info Session became as much about the policies of the town generally.

Matt said there were several people who provided substantive feedback on the presentation, and raised good questions about the budget. The most frequent comments related to the value comparisons slide. The slides conveyed the message very well overall, but a couple slides have been revised slightly for the second session based on audience feedback. Susan then ran through slides as included in the board packet. One slide that was added shows the budget increase breakdown between salaries/benefits (largest percentage), materials (second largest), and miscellaneous accounts/contracts (smallest percentage). Matt felt that the second session would benefit from the whole board being in attendance.

Susan said Mike Whitney had also raised the possibility of charging for programs, but she feels like that would be a radical change of library policy, and many board members agreed. Charging for services like Minerva, interlibrary loan, and cards themselves would be even more radical and would likely result in a backlash. Larry asked if the King Foundation grant TPL recently received (for \$30,000 to upgrade technology) would change anything about the budget request. Susan explained that it doesn't because it's a capital expense. Joe asked why the Info Session slides don't include anything about Development efforts, such as the annual appeal and the Business Roundtable. Susan said it was to save time and focus on the town portion of the TPL budget, not the 20 percent that TPL must raise itself. Sally asked what percentage from the town's portion of the TPL budget is attributable to salaries. Susan said about 70 percent.

Matt noted that Jennifer had done a great job creating the slides for the presentations, and the Board gave her a round of applause.

Teri asked Susan if plans are underway to fill Bernardo's position when he leaves in the early summer. Susan said she is already working on it, and that she and Bernardo agree it is very important to find someone who is highly experienced with databases, in addition to having fundraising skills.

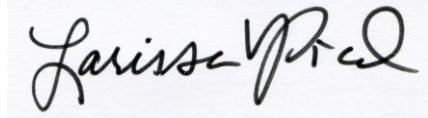
4) Important Upcoming Events.

- a) Music in March is every Saturday at 2PM.
- b) Wednesday, March 25, is the Board of Selectmen/Finance Committee Budget meeting at 6PM. It would be helpful to have a strong TPL Board presence at this meeting as the Board of Selectmen is currently recommending an increase of somewhere between \$40,000 and \$60,000 in next year's budget (over FY15), which is a significant cut from what the TPL Board is asking for. The TPL Board should have a meeting or at least an exchange over email following this meeting to decide what final steps we want to take. Several board members suggested taking no less than 50 percent of the total increase requested.
- c) Thursday, April 2, is the Friends Annual Meeting at 6:30PM with storyteller Carol Birch.
- d) Thursday, April 9, is the public hearing of the town budget at 6PM. This is the final opportunity for town residents to weigh in on the proposed town budget before the warrant is prepared.
- e) May 20 is Town Meeting Day.

5) Next Meeting: Wednesday, April 15, 2015, 7PM.

6) Adjournment at 6:53PM. Jennifer Ecker made a motion to adjourn the meeting, Anne Eustis seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larissa Vigue Picard".

Larissa Vigue Picard
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, April 15, 2015
Minutes

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:09PM. Present: Jennifer Ecker, Anne Eustis, Larry Fitch, Irene Martin, Joe Trafton, Megan Therriault, Sally VonBenken, Director Susan Preece. Absent: Jerry Davis, Larissa Vigue Picard, Teri Schultz, Bruce Kingdon.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of March 18, 2015 Board meeting; Director's Report; Finance, Governance, and Development Committee Reports; and the Friends draft minutes for March, 2015. Sally VonBenken requested an edit as it was listed she was not at the meeting but she was there. Joe Trafton pointed out that in the Directors Report the fallen trees should have read "on the library property". Sally questioned the patron visits up 3% but circulation was down 8% and asked why. Susan suggested it might be because of folks coming to programs but not checking things out. She also commented that she thought it might be because not as many books are being ordered causing circulation to go down, but also pointed out that e-book are up 26%. Sally had a question on the finance committee report (budget page) in regards to how we will be allocating money for staff. Susan said we will be bringing one person up to full time (adding four more hours to her schedule, benefits, and salary increase due to her completion of her Masters in Library Science). Raises for the rest of the staff will be at half of what we wanted to do had we gotten our full budget request. Director position will not be included in the staff raises. Larry Fitch made a motion to approve the Consent Agenda, Anne Eustis seconded the motion; the motion passed unanimously.
- 3) **New Business:** Emma Gibbon spoke about adult services and her position at the library. Emma began talking about her background and how she eventually decided to become a public librarian. She spoke about her belief that literacy, and information literacy, is something everyone should have access to. She pointed out how reading does not only increase literacy, but that studies have shown that people who read are more empathetic, and she thinks this is better for society. Computer literacy is important to her, and she talked about the increasing importance of social media. Emma likes that the library is a place that isn't home or work, but another place one can go, and it isn't swayed by any commercial influences. She thinks of walking into a library as a "choose your own adventure book".

Emma provides services for adults through collection and programming. Book, ebooks, Marvel databases, DVDs, Magna (language learning), are some of the collection services offered. Collection is still the core of what they do at the TPL, even as the role of libraries changes. The TPL library is a popular collection library, so Emma bases it on what people in the community want. She gets this info from a variety of places including high demands holds, what she hears people asking or talking about, and also just knowing the community. If someone in the community wants something then she tries to buy it if budget permits, as she believes the collection belongs to the people of Topsham. Emma also consults professional review magazines, bestseller lists, and what is being talked about online and in the media for the collection. She says that Topsham has a large variety of tastes, and doesn't fit in a specific mold, and so she believes the collection should reflect that breadth. She pointed out that having a smaller book budget restricts her to buying what is the most popular, and it affects the variety

of the books we have to offer. Last year we were a net lender library, which means more materials went out than came in, which shows the strength of our collection.

Emma then went on to talk about adult programming. When she started at the TPL she wanted the programming to provide the same breadth and depth of programs that are offered for kids. She also wanted to continue to expand the library as a cultural hub. Lectures, artist talks, craft groups, drop ins, movie screenings, book groups, are some of the adult programs going on at the library. Emma is especially proud of writing programs, and she spoke about the Joy of the Pen, and poetry festival. Last year the summer reading program for adults had over 400 participants. Programs are a reflection of what the community wants, and also trying out new things to see what works. One of the challenges is the programs are so successful that there isn't a way to fit all the groups in the building.

Emma then talked about other things she does at the library. Answering reference questions is still an important task, and they are usually very in-depth. She also manages public relations, the website, social media, and the newsletter. Susan explained that Emma is the "keeper of the message". Emma also does book displays, tech support, and readers advisory (e.g. reading recommendations).

Finally, Emma talked about things she would like to do in the future. She would like to create a collection of reading lists from patrons of the library to share, and offer more personalized book recommendations to individuals based on their interests. She would like to expand graphic novels, video games, and the download library. She would also like to build on the cultural programs offered, perhaps have a Topsham writer or artist in residence, and be able to offer more tech help. She will continue to respond to patron wants and needs, keeping an eye on the community, and trends.

4) Old Business:

April 9 Public Hearing Feedback. Matt gave a short recap of the meeting where he read a statement to the selectboard. He was the only person to make a comment at the meeting. Susan wanted to know about publicizing the statement to the public, and moving forward on the items outlined. Anne said we need to get the word out so the public isn't caught short. Joe said that it is important that we follow through with what we said. Matt suggested that getting salaries inline with the town was a good win going forward, and that we will need to engage in fee for service discussions, but we have some leeway on this argument since we already do get money from patrons. Susan said she would publish the statement and implement the measures outlined beginning 7/1/2015.

Restoration of Whitten painting. Susan asked us to weigh in on the two estimates. The Topsham Historical Society will contribute \$750 towards the project. Sally VonBenken made motion to accept the bid from Joanna Moore and Megan Therriault seconded. Jennifer Ecker, Irene Martin, Joe Trafton, voted for it. Larry Fitch was against, and Anne Eustis abstained.

5) Important Upcoming Events:

- a. Spring Film Festival: Robin Williams - 4/22, 4/29, 5/6
- b. Matt and Anne meet with FC and BS on job descriptions 4/23
- c. Big Truck Day - 4/24 at noon

- d. May 20 is Town Meeting at 7pm
- 6) **Next Meeting:** Wednesday, May 27, 2015, 7PM.
- 7) **Adjournment** at 8:23PM. Jennifer Ecker made a motion to adjourn the meeting, Larry Fitch seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jennifer Ecker".

Jennifer Ecker
Trustee

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, May 27, 2015
Minutes

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:04PM. Present: Jerry Davis, Anne Eustis, Larry Fitch, Bruce Kingdon, Irene Martin, Joe Trafton, Larissa Vigue Picard, Teri Schultz, Megan Therriault, Sally Von Benken, Director Susan Preece. Absent: Jennifer Ecker.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the April 15, 2015 Board meeting; Director's Report; Facilities, Finance, Governance, and Development Committee Reports; and the Friends draft minutes for May, 2015. Larry Fitch made a motion to approve the Consent Agenda, Anne Eustis seconded the motion; the motion passed unanimously.

3) New Business:

- a) **Children's Services Information: Mariah Sewall.** Mariah delivered a presentation to the board about her role as Children's Librarian. She knew she wanted to be a librarian from a young age and feels strongly that libraries can positively impact children's lives. TPL provides programs to meet children at various developmental stages, and responds to their needs and interests. Mariah doesn't have academic expectations for children who come to the library, but instead encourages children to read what they are interested in and at their own pace. She is responsible for collection development and in addition to researching the latest titles, takes suggestions from children as to what they'd like to see on the library shelves.

Mariah explained that libraries are one of the only places that offer programs for children under the age of 3, which is significant as the human brain grows 80 percent by age 3. Library programs are designed to strengthen brain development and focus on the earliest forms of literacy—what and how children learn about reading and writing before they actually read and write. This provides a foundation for them to become strong readers. TPL offers three different story times to meet this need: one for infants (on average 12 babies and caregivers attend; focus is on music, rocking, holding board books); one for toddlers (heavily attended at between 45-65 children and caregivers; focus is on more complex rhymes and movement); one for preschool age children (approximately 35 attendees; focus is on reading aloud with a greater array of books, active listening, vocabulary, and theme).

Mariah explained that TPL is a Family Place Library. This is a national designation indicating that the library is a community center for family and child development. The library has a play area with educational toys, and resources for parents in the children's room. It offers a five-week parent-child workshop, during which various parenting and child professionals come in to talk with attendees including speech-language pathologists, nutritionists, and occupational therapists.

For elementary aged children, in 4th and 5th grades, Mariah offers a Young Critics book group. Sometimes Mariah chooses the books; at other times, the kids read a book of their own and do a book talk on it for the group. Mariah shared an example of a boy known to be quite reticent in school participating enthusiastically in the group.

TPL also partners with community organizations, such as the Maine Families program. That organization makes home visits to families with children ages birth-5 that don't have a strong support system in place. These families tend to be non-traditional library users. Once a month the group meets at the library for educational activities and social time. The library also partners with the local elementary schools. Williams Cone classes make field trips to the library, and Mariah goes to Woodside to present each year on the summer reading program.

Mariah and Susan answered several questions from board members regarding whether the library encounters fragile-reading adults at children's programs (occasionally, and sometimes referrals are made to Tri-County Literacy Volunteers, based in Bath); whether day care centers visit the library (only a couple; outreach to them is desirable but would require more staff); and when children are eligible for library cards, and how many currently have them at TPL (at birth, and about 3,000 are in the system).

4) Old Business:

- a) **Topsham Public Library FY16 Budget.** Susan referred to the FY16 budget draft included in the packet—it is being recommended to the board by the Finance Committee. The board has a month to review it, and it will be voted on at the June meeting. The town portion of the budget is the \$470,546 voted on at Town Meeting; the total budget is \$549,771. The committee added some money back into collections in the TPL section of the budget because the annual appeal was so successful. Susan noted the change between the Friends contribution last year (\$19,500) and this year (\$11,625), and also the increase in business revenue from \$10,000 to \$15,000. Insurance benefits are double due to bringing on another full-time staff member who is participating in the health insurance plan. Joe asked about the difference between individual and business contributions and the Business Roundtable. The former is meant to refer to "random" donations by individuals and businesses, whereas the Roundtable specifically supports services like Minerva. Joe also noted that no revenue was indicated for grants. Susan said she is reluctant to budget for a certain number of grant revenue in case we don't meet that.

5) Other New Business:

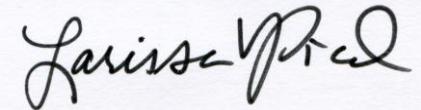
- a) **FY16 Meetings—library closed on Wednesdays.** The Board decided to keep meetings on Wednesdays and re-open the building. Heat and lights for the additional hour will be minimal, and the public areas of building can remain locked.
- b) **Development Coordinator position interviews.** There are seven applicants for the position. Jerry, Diane Hender (who sits on the Development Committee), TPL Assistant Director Cyndi Byrne, and Susan will be interviewing candidates the week of June 1.
- c) **Additional item: Copier.** Susan explained that TPL has the opportunity to consolidate its two separate copier contracts into one with the company Transco, get an updated copier, and save \$500+ a year, with a five-year commitment. The board agreed this is a good deal.

6) Important Upcoming Events.

- a) Matt and Anne are meeting with the town Finance Committee and Board of Selectmen on library job descriptions on June 3. The BOS wants to better understand the library positions, and the TPL board would like to formally integrate the positions into the town salary structure.

- b) The Annual Meeting is Wednesday, July 15, 2015, 7PM. The BOS will be invited. Larissa will not be at the annual meeting. Jennifer will be asked if she is amenable to taking the minutes; Matt will do them if she prefers not to.
- 7) **Next Meeting:** Wednesday, June 17, 2015, 7PM.
- 8) **Adjournment** at 8:06PM. Megan Theriault made a motion to adjourn the meeting, Teri Schultz seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larissa Vigue Picard".

Larissa Vigue Picard
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, June 17, 2015
Minutes

- 1) **Call to Order:** The meeting was called to order by Sally Von Benken, Vice President, at 7:00PM. Present: Anne Eustis, Larry Fitch, Bruce Kingdon, Irene Martin, Joe Trafton, Larissa Vigue Picard, Teri Schultz, Megan Therriault, Sally Von Benken, Director Susan Preece. Absent: Jerry Davis, Jennifer Ecker, Matthew Newman.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the May 27, 2015 Board meeting; Finance, Governance, and Development Committee Reports; and the Friends draft minutes for June, 2015. Larry Fitch made a motion to approve the Consent Agenda, Anne Eustis seconded the motion; the motion passed unanimously.
- 3) **Director's Report:** Susan reviewed the following updates, also included in her written Director's Report.
 - The library recently held a fire drill and had everyone out of the building in under two minutes.
 - A dead tree outside the staff entrance was removed recently. It had some kind of fungus, which other trees on the property also seem to have. The tree warden will be coming soon to assess the situation.
 - Susan met with garden committee about Bernardo's departure, since he was the driving force behind the committee, and she has also spoken to Sarah Wolpow, who created the gardens, for her input as to how much time is involved in supervising volunteers.
 - The town has not finished negotiations with unions, and likely won't until August, so we may end up moving some money around within the budget if certain utilities or insurances are more or less than what we currently have in the budget.
 - The Topsham Historical Committee received a \$500 gift to defray the cost of restoring the Sarah Whitten portrait. The Committee recently sent TPL \$100 in thanks for the library's support of their organization.
 - The statistics have been up and down; overall they are fine. By the end of the fiscal year, TPL will be within a 2-3% difference from last year. Summer reading has been busy, so there has been an uptick in traffic lately.
 - Seven candidates were interviewed for the development position. Meanwhile, Susan has been working with volunteer Adrian Boudreau, who is assisting with the database. Bernardo's last day is June 26; there is an ice cream social on June 27 to bid him farewell.
 - Jen Balser has been doing a great job on blog posts.
 - The Annual Report is once again looming on the radar.
 - MSAD75 had a workshop this week at TPL for administrative staff. Superintendent Brad Smith was impressed with the building. He asked for TPL's support with regard to the high school building project. He wants to get as much information out to Topsham residents as possible and would like to both use the library as a place to convene meetings and information sessions, and also be able to have resource materials available in the library. The district is looking for people to be on various committees.
 - Susan has been asked to work with the town's Comprehensive Plan Committee. This will include a series of meetings to envision Topsham's future, and rework the current plan.

- The staff is planning a celebration for the end of Summer Reading that will involve participants bringing their personal hero (as the theme this year is “Discover Your Hero”). This could be a nice community building event.
- The Maine State Library’s Central Maine Library District representative, Stephanie Zurinski, has asked Susan to give a presentation on fundraising and development at the Public Library Director’s Institute in October.

Susan was also asked to provide an update on TPL’s meeting with the town’s Finance Committee. She said TPL is on a good track with the town at this point. While there is still some lack of clarity about what the many different things the library does and provides, the Finance Committee and Board of Selectmen do want to continue the conversation. There will be another meeting in July and in the fall. Susan is also work with Rich Roedner on an addendum to the current Memorandum of Understanding with the town. Anne, who was also at the meeting, said the Board of Selectmen were comfortable with the salary increases the library had made.

Joe referred to the in-person circulation statistics being down, and questioned whether townspeople might wonder why TPL needs more staff. Susan said the numbers don’t necessarily tell the whole story. For example, program and reference statistics are consistently high and reference questions take longer than they used to. Also, the library has had decreases in the materials budget, which means fewer “grab and go” items on the shelf.

4) Old Business:

- a) **Topsham Public Library FY16 Budget Adoption.** Susan distributed the TPL Finance Committee’s recommendation for the complete FY16 budget. The town is contributing \$470,546, which covers salaries, benefits, and utilities. The TPL portion is \$81,500. Susan noted that there is now a line item for grant revenue of \$13000. The Friends have agreed to provide \$11,625. Larry Fitch made a motion to approve the FY16 budget, Bruce Kingdon seconded the motion; the motion passed unanimously.
- b) **Development Coordinator position interviews.** See above under Director’s Report.

5) New Business:

- a) **Whistleblower Policy.** The Board was asked to review this draft policy in the packet, recommended by the Finance Committee. The policy protects staff and board members from being retaliated against if they report suspected fraud in the organization, and explains how to handle reporting the fraud. Anne Eustis made a motion to approve the policy as written, Megan Therriault seconded the motion; the motion passed unanimously.
- b) **Long Range Plan Evaluation.** Sally asked Susan to provide an update on where we are with the LRP, included in the board packet. Susan said that we are doing well on all three Goals. The progress on specific Objectives is as follows:
 - 1A: met
 - 1B: met
 - 1Ci: not in FY15
 - 1Cii-iv: met
 - 1Cv: not in FY15
 - 1Di: in process
 - 1Dii: met

- 1Ei-iii: not in FY15
- 2A: not in FY15
- 2Bi: met
- 2Bii: not in FY15
- 2Biii: in process
- 2Biv: not in FY15
- 2Ci-ii: met
- 3A-D: met
- 4A: met
- 4B: in process, dependent on more staff
- 4C: in process, interest is still high
- 5Ai-iv: not in FY15 (Staff is reviewing existing furniture and spaces, discussing how to reorganize the back room. The King grant will provide 10 “all in one” computers that take up less space. Tables and kiosks may be able to be used differently.)
- 5B: not in FY15 (Although Bernardo is involved in a library development professionals group.)

Larry asked if Susan could produce a LRP document with some additional information—context, data, hours and dollars spent on various activities. Susan will provide this to the board.

- c) **Trustee Listserv.** Susan apologized, on behalf of the Maine State Library, for a mass email that went out to Maine library board members, adding them to a distribution list for a new Trustees listserv. Susan said a number of library directors were unhappy that trustees were added en masse. Anyone is free to unsubscribe to the list.

6) Important Upcoming Events.

- Saturday, June 27, 1:30-3PM: Ice Cream Social for Bernardo.** Sally and Larissa will help with scooping. Please come!
- Annual Meeting: Wednesday, July 15, 2015, 7PM.** The Board of Selectmen has been invited. Susan will get snacks. Larissa will not be in attendance at this meeting. Jennifer has agreed to take minutes.

7) **Next Meeting:** Wednesday, July 15, 2015, 7PM.

8) **Adjournment** at 7:55PM. Megan Theriault made a motion to adjourn the meeting, Teri Schultz seconded, and the motion passed unanimously.

Respectfully submitted,

Larissa Vigue Picard
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, March 23, 2016
Minutes

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, at 7:03PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Larry Fitch, Bruce Kingdon, Irene Martin, Teri Schultz, Megan Therriault, Joe Trafton, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of February 17, 2016 Board meeting, Development Committee Report, Governance Committee Report, and March Friends minutes. Anne made a motion to accept the Consent Agenda as amended; Jerry seconded, and the motion passed unanimously.
- 3) **Finance Committee Report.**
 - a) **Monthly Reports.** Irene reviewed the following reports included in the Board packet.
 - **Balance Sheet.** We have \$41,922 in checking, \$26,104 of which is restricted. We're running a deficit of \$21,888 eight months into the budget year.
 - **P&L Comparative.** Part of the deficit, \$5,700, is a loss on investments. Other items relating to the deficit include depreciation, the capital purchase of the new snow blower (which will move to the balance sheet when the auditors do the year-end accounting), management fees for Maine Community Foundation, and grant expenses (which are offset by grant income). Susan said some of it is timing and the number won't be that large by the end of the year. Matt requested an executive summary for future months' reports to explain these kinds of disparities.
 - **Budget Progress - Town Appropriation.** We are 67% into the fiscal year; the budget lines for the town are generally in line with that.
 - **Budget Progress - Topsham Public Library.** Some budget items are in line with 67%; others aren't. Irene will prepare analysis next month to show what is causing the deficit.
 - **Budget Progress - Friends.** No discussion.
- 4) **Director's Report.** Susan highlighted the following items:
 - **Budget Reconciliation Meeting:** The meeting went very well. The combined group of Selectboard and Finance Committee voted unanimously to move the TPL request forward and onto the town warrant. The request is a 15% increase over last year's budget. The TPL budget for FY17 has also gone up a bit on the income side due to anticipating more in business contributions and some additional grant funding.
 - **Policies.** The board reviewed updates to two policies drafted by the Governance Committee: "Patron Rights and Responsibilities" and the "Partnership/Sponsorship Policy." Minor typos were discovered and corrected in both. In Patron Rights: 1) the last four bullets were re-named h, i, j, and k; and an apostrophe was added to the word "patrons" under f. In Partnership, the word "for" was inserted between "receipt" and "all." Joe asked about the Patron policy requirement that children under 11 must be with an adult. Susan and other board members explained the origin of the policy having to do

with an incident in the library a couple of years back. Larry made a motion to accept the policy drafts with changes, Anne seconded, and the motion passed unanimously.

- **Building Issues.** The neighboring dentist's office has requested overflow parking almost every day. Susan will reiterate to them that it is only for snow emergencies, unless they want to join the Business Roundtable, or perhaps rent spaces.

5) **Sharon Ross – Development Coordinator.** *Postponed due to Sharon being out sick.*

6) **Old Business:**

- a) **Town Meeting Info Session.** Susan said she is still talking with town representatives about hosting a town meeting information session sometime before town meeting day.

7) **New Business:**

- a) **Canoe Donation:** Dave Mosley, TPL's volunteer coordinator, has offered TPL a new Old Town canoe for a raffle to raise money for materials. The board suggested a pre-summer raffle and possibly hanging the canoe to alleviate space issues. Raffle tickets would likely be \$5/ticket, or 8 tickets for \$50. The suggested retail of the canoe is \$1,699.
- b) Cyndi Burne's father died on 3/22/16. Susan will let board members know the family's wishes with regard to donations in his name.
- c) Maine State e-Rate: Susan said that there is a possibility TPL might lose federal funding for high-speed internet. The Child Internet Protection Act requires all schools and some libraries who participate in e-Rate, the federal high-speed program, to filter their internet in order to get federal dollars. Maine has been audited recently and e-Rate is now asking all public libraries to implement filtering. Susan feels filtering does not work well and can result in the blocking of legitimate information resources. In the past, TPL has paid a fee of \$300-500 so that we don't have to filter. Susan will be participating in a conference call with e-Rate at the end of March to talk about the implications for Maine libraries.

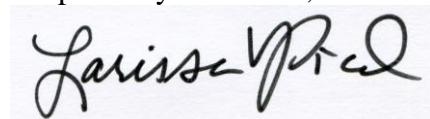
8) **Important Upcoming Events.**

- Thurs, April 7: Friends Annual Meeting, 6:30PM
- Wed, April 13: Back to the Future Wrap-up, 6:30PM
- Thurs, April 14: Public Hearing on FY17 Budget, 7PM
- Sat, April 16: Joy of the Lens Opening Reception, 1-3PM (awards at 2PM)
- Wed, May 18: Town Meeting, 7PM

9) **Next Meeting:** Wednesday, April 20, 2016, 7:00PM.

10) **Adjournment** at 7:43PM. Larry Fitch made a motion to adjourn the meeting, Jennifer Ecker seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard,
Secretary

Topsham Public Library
Board of Trustees' Business Meeting
Wednesday, April 20, 2016

Minutes

- 1) Call to Order: The meeting was called to order by Matthew Newman at 7:05. Present: Jerry Davis, Anne Eustis, Larry Fitch, Bruce Kingdon, Irene Martin, Joe Trafton, Teri Schultz, Megan Therriault, Sally Von Benken, Sharon Ross, Development Coordinator, Susan Preece, Director
- 2) As Larissa Vigue Picard, Secretary was not in attendance, Matt asked for a volunteer to act as Secretary for the meeting. Joe Trafton agreed to take the minutes.
- 3) Order change of agenda:
Matt requested that we move item #5- forward to allow Sharon Ross to report to the Board and then leave for another engagement.
Sharon Ross spoke about her position as Development Coordinator. This presentation continues the practice of library staff meeting with and educating the trustees about how the library functions. Sharon discussed her need and appreciation for support with grant writing and reaching out to corporate sponsors. Aiming for grants of \$2,500 is a current focus. Matching grants were discussed. Matt noted the success that Development has had and how the success greatly strengthens our requests for funding from the town.
- 4) Consent Agenda: Larry Fitch made a motion to accept the Consent Agenda, seconded by Anne Eustis. The motion passed unanimously.
- 5) Finance Committee Report: Irene Martin reviewed the reports included in the board packet. A deficit was noted and discussed. Susan Preece said that we have not had this high a deficit before and that was a concern that she was watching. Matt stressed that we need a concise explanation of why we are running a deficit and that the current reporting practices make it hard to understand what is happening. It is "our job" to be able to explain what we are doing. As "Net Ordinary Income" was listed at -\$8,719.85 and "Net Income" listed at -\$23,797.72, Trustees were confused and many questions were asked. When explanations failed to clarify the issue, Chairman Newman asked that the issue go back to the Finance Committee for clarification and be reported on at the May Trustees' meeting.

- 6) Director's Report: Susan noted that the round tables in the gallery had been inadvertently damaged and could not be repaired. Luckily no one was hurt in the mishap. She also reported that library usage statistics were up last month in all areas.
- 7) Old Business: Susan reported that the canoe raffle was exceeding expectations. More publicity about the raffle will be forthcoming.
- 8) New Business: (CIPA and E-rate Funding) As a result of the federal audit of the State of Maine's E-rate program, many Maine libraries (including Topsham) were found to be non-compliant with regard to the Child Internet Protection Act (CIPA). In order to comply and therefore receive discounted E-rate funding, Topsham Public Library needs to activate software which would filter the content of the Internet. Currently, TPL's Internet Policy clearly states that the library does not filter the Internet. Unless TPL follows CIPA regulations, we will forfeit the federal financial support that enables the library to provide the highest level of available Internet service. If we choose not to filter, we will be forced to incur an annual expense of \$5,600 to retain the Internet service we receive today.

Susan explained that filters were ineffective and that they create extra work for staff to enable and disable them for adult patrons. She noted that the CIPA concerns are a political issue being felt around the country. She reported that the Maine State Librarian, Jamie Ritter, told libraries that were not in compliance that the state of Maine (along with many other states) is appealing the audit findings which is a lengthy process. This proves to be the biggest issue for us since we are required to state our intention to apply for E-rate (and therefore comply with CIPA) by May 26.

Since so many places are having the same issues, State Librarian Ritter believes that the appeal could be settled in our favor sometime next year. The question libraries must grapple with is whether to wait until the final decision before accepting E-rate funding (in our case, paying the \$5,600) or changing policies. Susan sent an inquiry to the Public Library Director's listserve and noted that most libraries are changing their policies and filtering to get the E-rate funding. The Maine State Library staff indicated that the filters could be placed at the lowest level and we would be compliant.

If we change our policy, we need to hold a public hearing to explain how we intend to comply with CIPA as part of the new Internet Policy. There was significant discussion about whether the Board should or could make a blanket decision on this policy which effects the entire community without more public input. Susan stated that the Board is empowered by virtue of their election to make these decisions and do so in other areas of library management regularly.

Larry stated that since we do not have the money in the budget, he thinks we must change our policy. (Megan Therriault left the meeting at 8:27 PM.)

Larry Fitch moved that the Board reluctantly change the Internet Policy to comply with CIPA regulations for the upcoming federal fiscal year and that the Board revisit this decision next year. The motion was seconded by Sally Von Benken and carried; 7 in favor and 1 opposed.

- 9) Sally Von Benken made a motion to adjourn the meeting. Larry Fitch seconded the motion which passed unanimously. The meeting was adjourned at 9: 05.

Respectfully submitted by



Joe Trafton, Acting Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, May 25, 2016
Minutes

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, at 7:05PM. Present: Jennifer Ecker, Anne Eustis, Larry Fitch, Irene Martin, Megan Therriault, Joe Trafton, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Jerry Davis, Bruce Kingdon, Teri Schultz.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of April 20, 2016 Board meeting, Development Committee Report, Governance Committee Report, and Friends Reports. Joe made a correction to the minutes: He left his own names off those in attendance. He also noted that the Governance Committee report had a typo in the fifth paragraph, second sentence: the word “complain” should be “compliant.” Sally made a motion to accept the Consent Agenda as amended; Megan seconded, and the motion passed unanimously.
- 3) **Finance Committee Report: a) Interpreting Finance Reports and b) Monthly Reports.** Irene asked everyone to look at the Budget Progress—TPL budget and a new balance sheet form. She explained that the Budget Progress report is really a profit and loss report. The net ordinary income is negative due to unrealized gain (loss) in line item (6800), our Maine Community Fund investment. The MCF cash disbursement typically varies from 3-6% depending on the value of the investments at any given time. It has been included as income in the TPL budget because the library relies on that cash to pay bills. However, our investments have not earned what we expected them to this year, hence the nearly \$6,000 deficit. Irene said we shouldn't depend on that money coming from our investments even though we need it in the budget. In the new budget year, that budgeted income will be spread in other line items and the MCF performance value will be reported only at year end.

Irene noted that the contributed support is above budget at this point. On the expense side, Susan has put a hold on buying anything not absolutely necessary until the end of the fiscal year. Our current assets as compared to our liabilities is 7.7, which is excellent and indicates virtually no debt.

Matt asked what we as a board need to do better next year to avoid these issues so late in the fiscal year. Irene said that the projected grants income of \$13,000 may have been too optimistic as we have taken in a lot less to date, although the library is waiting to hear about a grant proposal in June. The bottom line is that we will run a deficit this year.

There was no further discussion about the monthly reports in the packet.

- 4) **Director's Report.** Susan highlighted the following items:
 - There has been a positive response from Business Roundtable meetings. Sharon is pursuing additional members.
 - OverDrive is up. Statistics are generally on par with last year.
 - The Fishing Rally is on June 4. LL Bean donated additional fishing rods and reels.

- Helen Tomer will be recognized for 20 years of employment at TPL at the upcoming Staff Development Day.
- 5) **Adoption of FY17 Budget—TPL.** On behalf of the Finance Committee, Susan presented the FY17 budget, based on the approval of the town portion of the budget, \$541,355, at the recent Town Meeting. The town portion of the budget is an increase of more than 10%, all in salaries and benefits. There are now two additional line items under the town budget: Health Reimbursement Account and Employee Reimbursement.

Our FY17 budget also requests \$11,625 from the Friends, and the TPL portion is \$82,250. The TPL portion represents about 13% of the overall budget, whereas in the past it's been more like 7-8%.

It was noted that development costs are missing from this budget, and there was some question about the projected \$15,000 in grant income given the lack of grant funding this year. If we remove income, we need to remove expenses and Susan noted that the only line items that can be adjusted are things like professional development, supplies, and advertising.

It was suggested that the Finance Committee review this budget draft again to address the above issues. However, Larry made a motion to accept the current draft, Anne seconded, and the motion passed unanimously.

6) Old Business:

- a) **Internet Policy.** Larry moved to accept the CIPA Compliant Internet Policy draft being brought forward by the Governance Committee as a result of the vote taken at the April board meeting to become CIPA compliant. Larissa seconded the motion.

Extensive discussion ensued. Larry acknowledged Susan's memo in the board packet, stating her strong feelings against changing the library's Internet policy to become CIPA compliant. He then reiterated his own position in support of compliance, saying it's the board's fiduciary responsibility to become compliant at this time since there are so many unknowns. We can spend the year diligently tracking what happens with filtering in place, so that we have some data to rely on if we decide to reverse the policy next year and seek outside funding to cover our Internet expenses.

Jen shared research she had done into the company that provides the filtering software. Open DNS is a for-profit company, not open source, is owned by Cisco, and has no oversight by a government agency. She found it difficult to get detailed information about the company and is concerned that the library would not have a choice in software providers. The lowest setting for the Open DNS software indicates that it filters "pornography, sexual material, 'tasteless,' material, and malware/viruses. She said the company also logs user activity, which she feels is antithetical to library philosophy. Library staff would be able to manually request certain sites be exempted. These are called "white sites."

Jen explained what happens when a site is blocked. The patron would get a pop-up on the computer screen saying the site is not accessible. The patron would then need to go to

front desk and request access, and a staff member would have to log into Open DNS, and create a bypass code for temporary use. This requires the patron to restart the computer, interrupting their work. Jen has concerns that this process will make people anxious and concerned that they have done something wrong. She also feels it's inherently discriminatory, as most people who come to the library to use the Internet don't have access to it in other ways.

Several other board members spoke out both for and against the policy. Joe spoke against the policy, saying it goes against everything a library stands for, namely, free access to information, and that it would be difficult to reverse course once we start down the path of filtering. Matt and Larissa spoke in favor of the policy. Matt noted that we can continue to educate the public on these issues over the course of the year and becoming compliant now doesn't mean we can't revert back in the future. Larissa said she felt uncomfortable with the library being one of very few in the state protesting this issue, and that the fact that so many other boards of trustees and library directors have chosen to become compliant speaks volumes. Sally asked Susan if the library wasn't already engaging in some measure of filtering by deciding what kinds of things to purchase for the collection. Susan disagreed saying a library's mission is to serve the interests of its patrons and she shared several examples of books she personally found distasteful that the library had purchased because of requests or popularity.

Matt called for a vote on the draft policy. The vote was four in favor, and four in opposition, resulting in a tie. Discussion then ensued as to the correct process for resolving the tie. It was suggested that a tie meant that the motion did not carry, leaving the previous policy in place. There was also some question as to whether Matt, as board president, should have voted, or abstained unless his vote was needed to break a tie. Anne then said that an individual on the opposing side could call for reconsideration of the vote. Several board members requested a second vote.

Matt called for a second vote. The second vote was five in favor, three in opposition, and the motion carried.

- 7) **Next Meeting:** Wednesday, June 15, 2016, 7:00PM.
- 8) **Adjournment** at 8:43PM. Anne Eustis made a motion to adjourn the meeting, Jennifer Ecker seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard,
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, June 15, 2016
Minutes

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, at 7:06PM. Present: Jerry Davis, Anne Eustis, Larry Fitch, Irene Martin, Teri Schultz, Megan Therriault, Joe Trafton, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Jennifer Ecker, Bruce Kingdon. Guest: Tori Ryan.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of May 25, 2016 Board meeting, Development Committee Report, Facilities Committee Report, Governance Committee Report, and The Friends Report. Larry asked that the Governance Committee Report be taken out of the Consent Agenda and discussed under Old Business, a. Larry then made a motion to accept the Consent Agenda as amended to include A, C, D, and E; Anne seconded, and the motion passed unanimously.
- 3) **Finance Committee Report:**
 - a) Monthly Reports. Irene explained that we have received a \$5,150 distribution from Maine Community Foundation which will be reflected in the June finance report. On the **Profit & Loss Comparative** budget, she noted that individual contributions are \$64,291 through the end of May, an increase of almost 30 percent over last year. The grant line is down compared to last year, which largely offsets the increases in donations. The Davis Family Foundation meets June 20 to decide on proposals; we've asked for money for collections from them. Unrealized gain/loss line is negative number, partly because our investments have lost money. Our largest increase in expenses is payroll, but that has been offset by increases from town. Our contractual line item is up \$5,000 over last year; utilities are down by \$2,300. On the **Town Appropriation** budget, Irene noted that we are 91.67 percent into the budget year, and most line items are slightly under that. We will spend all of the money in the budget as most utilities have one additional month of billing. The **Friends** budget numbers will change at the end of June once that report comes in. The **TPL budget** shows a deficit of \$17,067 through the end of May. As noted above, the contribution line is up, but grants are down. Expenses are pretty much in line except for contractual expenses.
- 4) **Director's Report.** Susan highlighted the following items:
 - She met with all the committees this month. Facilities discussed building issues and how fundraising is connected. We've had a \$5,000 donation from an individual who wants to create a memorial in the garden to her own family members, and to their Franco heritage, and that will encourage other Topsham residents to donate. This includes two granite benches and paving stones. The total amount she has given is \$15,000 for this effort, and other gifts, totaling close to \$18,000 in a year and a half. The development committee and development coordinator are working with her. Facilities is concerned that the memorial involves changes to the lawn and raised questions such as: What is the overall goal? What would the giving levels be going forward? This conversation will continue into the next fiscal year. The Development Committee estimates that for a \$10,000-\$15,000

investment, the anticipated ROI is approximately \$113,000 from other patrons buying into the memorial. This would help build the library's endowment.

- The library's audit will be on September 14.
- Jim Burne won the canoe. The library received \$1,200 from the raffle.
- Helen Tomer recently celebrated her 20th year of service to the library and was recognized at staff development day.
- Susan will be on vacation from 6/26 to 7/8.
- Circulation and collection statistics are roughly even with last year.

5) Old Business:

- a) **Internet Policy.** Matt apologized for the confusing procedural issues and double vote at the May meeting. He said what the board actually ended up debating had diverged from the issue at hand, which was to vote on the draft CIPA compliant policy the Governance Committee had brought forth. Matt reiterated that board had already voted, at the April board meeting, to be in compliance with CIPA.

Following the May board meeting, the Governance Committee met and produced a timeline of what had transpired to date with regard to this issue. Matt reviewed that timeline. He said the Governance Committee, at its June meeting, reviewed the draft policy again, and decided to present it again to the board, without changes, for an up and down vote. This was discussed in an extended session of the committee meeting with additional board members—Megan Therriault and Sally Von Benken—representing the Finance and Facilities Committees, respectively. (The Governance Committee already contained the three voting officers as well as a representative of the Development Committee.)

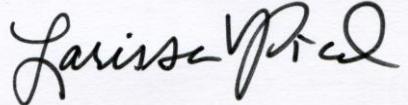
Joe expressed some concern that the extended session of the Governance Committee meeting was like an extra board meeting. Matt explained that no policy decisions were made at that session; that it was a simply a way to discuss the procedural errors that had been made at the May meeting with officers and heads of committees.

Larry made a motion to accept the Governance Committee's policy on CIPA compliance and Anne seconded the motion. Eight trustees voted in favor of the motion, one voted against, and the motion passed.

- b) **Governance Committee Reports.** Anne made a motion to accept the Governance Committee report, and Larry seconded the motion. Eight trustees voted in favor of the motion, one abstained, and the motion passed.
- c) **Conference Room, Community Room, and Co-working Room Policies.** Larry moved acceptance of all three community room policies, and Teri seconded the motion. During discussion, Sally asked for specific details on the changes to the policies, which included prices and minor wording. Matt called for the vote and the motion passed unanimously.

- 6) **New Business:**
- a) **Annual Meeting, Wednesday, July 20, 2016, 7:00PM.** The board will invite the Selectboard, Town Finance Committee, and Business Roundtable members. Larissa will send a reminder about potluck items. This will be Matt's last meeting. Megan recommended highlighting the library's increase in fundraising efforts in addition to the standard annual meeting duties of electing officers and reviewing the year's accomplishments.
 - b) **Staff Development Preliminary Report:** Susan reviewed the recent Staff Development workshop, focused on the long range plan. Larry, Anne, and Larissa attended in the morning and worked in small groups with staff. Both staff and board members felt it was very productive. The groups discussed the long range plan objectives and to what extent they were relevant and how they could best be measured. In the afternoon, staff focused on five items to focus on in 2017: marketing, working with the Friends to get more volunteers, fundraising for materials, making sure all staff is comfortable with basic technology, and trouble-shooting. Other parts of the afternoon included a review of the facility, discussion of the volunteer program, and a safety review (including concerns that there is not an easy way to block off the back office area).
- 7) **Important upcoming events: July 6, 5PM Celebration:** This event celebrates the re-opening of the library on Wednesday evenings.
- 8) **First Light Camera Club:** Larry mentioned the group's exhibit on the community room walls.
- 9) **Next Meeting:** Annual Meeting, Wednesday, July 20, 2016, 7:00PM
- 10) **Adjournment** at 8:02 PM. Teri Schultz made a motion to adjourn the meeting, Anne Eustis seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard,
Secretary