

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

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:24PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Larry Fitch, Joe Trafton, Sally VonBenken, Megan Therriault, Director Susan Preece. Absent: Irene Martin, Larissa Vigue Picard, Teri Schultz, Bruce Kingdon.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of June 17, 2015 Board meeting; Finance, and Development Committee Reports. Larry Fitch made a motion to approve the Consent Agenda, Anne Eustis seconded the motion; the motion passed unanimously.
- 3) **Directors Report.** Susan talked about 70 new card holders, bulk were folks who live in Topsham. There are two new staff members, including Sharon Ross as the Development Coordinator at 15 hours a week. Bernardo is working with her for a few days to get her up to speed. The second new hire, David Mosely, lives in Highland Green, and was impressive with his interest in the library and volunteer coordination. Susan had been looking for a substitute library aide, so she split it out of the 25 hours for Development Coordinator. David gets 10 hours, circulation and volunteer coordination, and the Development Coordinator get's 15 hours. Susan is getting ready for the annual audit, and it was suggested that we invite interested members of the Board of Selectmen (BOS) and Town of Topsham Finance Committee (TFC) to come when we review our audit so that they may ask questions at that point. Audit should be done for the September or October meeting, and is completed before we start budget process. Matt suggested that we do the same for the TFC, and attend the meeting for the town audit. Susan talked about how circulation is down, and that it maybe because of the cut of the materials budget. She briefly discussed stats on library and Overdrive usage. She remarked on staff illnesses, and that two people had been out with extended issues, but are now fine. Susan will have performance appraisals done by the end of July. Finally she mentioned there was a lot of interest in summer reading, notably more adults this year. Kids are always good participants, and some kids were done with their whole reading records within the first few weeks of starting the program.
- 4) **New Business:**
  - a) **FY 16 Calendar of meeting/events**

There are some conflicts with Town of Topsham comprehensive plan meetings and normal board meeting dates (3rd Wednesday of the month). Dates aren't written in stone, so if we need adjust we can, but they overall seem o.k. Matt talked about the September meetings being a good meeting to set goals and tone, since it is the first board meeting of the new fiscal year.
  - b) **Committee Assignments**

Susan explained she needs more folks on the facilities committee. Cyndi Bryne is going to be lead of the facilities group as she is the one who is most in touch with the facility issues. Larry Fitch is moving from the development committee to the finance committee.

c) Board Evaluation

Governance wants an evaluation filled out and turned in by August 15, 2015 so we can have a discussion for the September board meeting. Matt outlined it should be straightforward, but also an opportunity to have more discussion about what we want to accomplish in the upcoming year. Susan will send around via PDF for electronic filing in and for folks who were not at the meeting.

5) **Important Upcoming Events:**

a. Wednesday, July 29, 2015, 7PM BOS/Finance and Library Board Joint Committee  
Matt will be out of town, but Larry will be attending.

6) **Next Meeting:** Wednesday, September 23, 2015, 7PM.

7) **Adjournment** at 7:47. Larry Fitch 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 "Jennifer Ecker", with a long horizontal flourish extending to the right.

Jennifer Ecker  
Trustee

**Topsham Public Library  
Minutes of the Annual Meeting  
Wednesday, July 15, 2015**

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:04PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Larry Fitch, Joe Trafton, Sally VonBenken, Director Susan Preece. Megan Therriault joined the meeting at 7:07PM. Absent: Irene Martin, Larissa Vigue Picard, Teri Schultz, Bruce Kingdon.
  
- 2) **Minutes of the FY13 Annual Meeting.** The Secretary's Minutes of FY13 Annual Meeting, July 16, 2013, were reviewed. A motion to accept the Minutes as presented passed unanimously.
  
- 3) **Election for Open Board Seats.**  
For the term ending July, 2018:
  - a) Sally VonBenken (2nd term)
  - b) Larissa Vigue Picard (2nd term)
  - c) Bruce Kingdon (2nd term)
  - d) Joe Trafton (1st term) \*previously appointed to serve an open seat 2013-2015

A motion to accept the slate of candidates passed unanimously.
  
- 4) **Election for Board Officials for Fiscal Year 2015-2016.**
  - a) President: Matt Newman
  - b) Vice President: Larry Fitch
  - c) Secretary: Larissa Vigue Picard
  - d) Treasurer: Irene Martin

A motion to accept the Board Officials passed unanimously.
  
- 5) **Recognition of Board Accomplishments.** Susan highlighted some of the accomplishments for FY14. Items included are on the attached list.
  
- 6) **Comments from the Trustees.** Matt Newman asked if there were any trustee comments, and commented himself that he enjoyed working with the board, and that high standards to live up to are daunting, but he feels like we get closer every year. Megan said that she was really impressed and inspired by Susan as a leader for this library.
  
- 7) **Comments from Members of the Public.** No comments were presented.
  
- 8) **Adjournment** at 7:17PM. Anne made a motion to adjourn the meeting, Larry Fitch seconded, and the motion passed unanimously.

Respectfully submitted,



Jennifer Ecker, Trustee

**FY14 Highlighted Library Accomplishments:**

Better communication with Topsham Board of Selectmen

Increase in staff salaries and creation of another full-time library positions.

36% increase for annual appeal over previous year.

Increase in funds from grants, Business Roundtable.

Development of Whitten Society award.

Revised and reviewed policies and capital plans.

Used the facilities for non-library events.

Garden volunteers more self-directed.

Received much needed materials budget support from the Friends of the Topsham Library.

Presentation of spring film festival.

Increased computer/device help.

Genealogy assistance.

Library promotion expanded into The Cryer and the Times Record.

Launched new website.

PSA video for the library.

Expanded business relationships with expanded partners and local businesses.

Jerry Davis did amazing fundraising work this year!

Ample opportunity for community engagement with library information session.

Nationwide recognition for Bus Book Bag Program.

**Topsham Public Library  
Board of Trustees Business Meeting  
Wednesday, September 23, 2015  
Minutes**

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:09PM. Present: Anne Eustis, Jennifer Ecker, Larry Fitch, Bruce Kingdon, Irene Martin, Teri Schultz, Megan Therriault, Joe Trafton, Larissa Vigue Picard, Director Susan Preece. Absent: Jerry Davis, Sally Von Benken.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of July 15, 2015 Board meeting, Development Committee Report, and Governance Committee Report. Larry Fitch made a motion that the Consent Agenda be approved; Anne Eustis seconded, and the motion passed unanimously.
- 3) **Finance Committee Report.** Irene noted that the **Balance Sheet** has been simplified. The new version points out restricted funds in Savings, the Pop Williams Trust, and the Maine Community Foundation investments (restricted portion is the principal). Currently, the Checking account does not show any restricted funds but there is in fact a portion that is restricted (remaining King Foundation grant monies) and that will be noted in the October financials. If we liquidated everything today, we'd be in a good position with very little debt (total debt is under \$10,000).

Joe asked why we don't see the Maine Community Foundation income on the Balance Sheet; Irene said that appears on the Profit & Loss statement, but that we only get reports from MCF quarterly so we won't see the income earned on our investments until the November report.

Irene noted that on the **Profit & Loss** report, the Contributed Support line is higher than last year. It includes a portion of the King Foundation grant which was not spent as of June 30. It was taken out of the last fiscal year's budget and put back in this year's.

The **Town Appropriation** report shows we're slightly below budget, which should be about 16.67 percent for two months into the fiscal year. The **TPL** report shows we're slightly above budget but only because insurance premiums are paid in full early in the year, and some supplies are bought in bulk.

A **Budget Progress-Friends** report was also reviewed.

- 4) **Director's Report.** Susan mentioned the following items noted in her written report prior to the specific items listed on the agenda.
  - Book Sale. The annual book sale is Friday-Sunday, September 25-27. Volunteers are requested.
  - The Master Gardeners volunteer group, under the direction of Sarah Walpole, who TPL pays a small amount to coordinate efforts, has been working on the landscaping recently. Susan approved their request to put Hostas under the TPL sign near the road.

- Development and Finance Committees have met recently. New Development Coordinator Sharon Ross has been learning the ropes and meeting Business Roundtable members and others. She is very organized and almost has the annual report draft ready.
- The Library registered with Public Library of America's Project Outcome, a national initiative/tool to help tell the library's story—what we need and why, how effective we are, and what the results are. It involves seven surveys to patrons and other constituents about different aspects of the library.
- Summer reading started off strong but petered out. Staff is reviewing the program to see what they can do differently next year.
- The library is part of the town's comprehensive planning review and will be hosting "Back to the Future" town workshops co-sponsored by Topsham Development Inc. The town would like as many people involved as possible.
- Mariah is working on her graduate degree through Clarion University. She has asked to be allowed to use three hours of work time to complete assignments, some of which will directly impact the library. The board unanimously approved the request.

*The following items were on the agenda:*

- Maine Shared Collections Contract.** There is a new initiative for Maine libraries called the Maine Shared Collections Cooperative. Participating libraries agree to preserve and protect certain items in their collections for a period of 15 years. For a one-time fee of \$350, the group will analyze the TPL collection and come up with a list of 25 items that are unique. This is a way to guarantee that historically significant or otherwise unique items to Maine are retained, or if something is destroyed, the library holding it agrees to try to replace it. Anne Eustis made a motion to join the Cooperative; Jennifer Ecker seconded, and the motion passed unanimously.
- Gift Policy Amendment.** The Facilities Committee is requesting an addition of a single sentence in the first paragraph of the gift policy due to an issue that arose recently. There was some miscommunication with a person who gave the library paintings some time ago but recently expressed concern for their care and claimed the paintings were still in her possession. The line added clarifies that gifts of artwork, photography, or other personal property become the property of TPL and the library can keep them, sell, or discard them as the library sees fit. The Committee will send this person a copy of the revised policy and invite her to come retrieve her paintings if she so chooses. Joe Trafton made a motion to accept the Gift Policy as amended; Teri seconded the motion, and the motion passed unanimously.
- Memorandum of Understanding with town.** At the recent Selectmen's meeting, an MOU (enclosed in the Board packet) outlining the agreement to move library staff wages in line with other town employees, and the TPL board's commitment to reduce overall town funding for the library over time, was presented by David Douglass and accepted unanimously. David was very complimentary to the library. This is a great move forward; the document gives the Selectboard direction and holds both the town and the library accountable. It is the product of a lot of work and effort. Larry made a motion to accept

the Memorandum of Understanding; Anne second the motion, and the motion passed unanimously.

5) **New Business:**

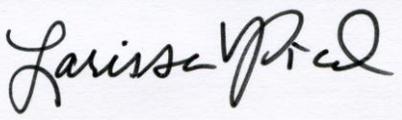
- a) **Board evaluations and discussion.** Matt said that after reviewing the results of the board member survey, the Governance Committee realized that the library director evaluation process has to be improved and made more collaborative. The Committee will begin to discuss how to do that. He also noted that the survey showed that most board members are in sync with how they see their role on the board and the productivity of the board.
- b) **Whitten Society Award.** Susan told the Board that the Development Committee wants to give this year's award to Don Russell, who is stepping down from his seat on the Selectboard after a long tenure. Don has always given the library a fair hearing, and has supported the library financially. He's a longtime public servant and a worthy recipient for the award. As everyone agreed with the decision, Susan said she would let Don know but that the award would remain confidential for now.
- c) **Bouchard Topsham Heritage Fund.** Susan explained that Ruth Bouchard Klein, who lives in Brunswick but whose family is from Topsham, is interested in supporting TPL in a significant way. She and Susan spoke about a Topsham Heritage Fund, for a \$5000 contribution, for people who are particularly interested in the history of town. Ruth will kick off the fund and talk it up to others. She'd like to have a plaque created of a tree with silver leaves; each leaf would be engraved with the donor's name. The fund would not be restricted but would be for ongoing expenses. There was a brief discussion about making sure smaller-level donors (or potential donors), would not be put off by this high-level fund, and that support comes in many forms. Given that the board is committed to eventually reducing what the town is asked to contribute to the library, it's important that we take advantage of these opportunities as they are presented to us.

6) **Important Upcoming Events.** Susan reminded board members again about the book sale.

7) **Next Meeting:** Wednesday, October 28, 2015, 7:00PM. (A week later than normal.)

8) **Adjournment** at 8:07PM. A made a motion to adjourn the meeting, and was seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard  
Secretary

**Topsham Public Library**  
**Board of Trustees Business Meeting**  
**Wednesday, October 28, 2015**  
**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, Joe Trafton, Sally VonBenken, Megan Therriault, Teri Schultz, Bruce Kingdon, Director Susan Preece. Absent: , Larissa Vigue Picard, Larry Fitch.
2. **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of Sept 23, 2015, Board meeting, Development Committee Report, and Governance Committee Report. It was requested to edit agenda item #8 in the **Minutes of Sept 23, 2015 to read “Adjournment** at 8:07pm. A motion was made **to adjourn the meeting, and was seconded.” Anne Eustis made a motion to** approve the Consent Agenda, Teri Schultz seconded the motion; the motion passed unanimously.
3. **Finance Committee Report.**
  - a. **Monthly Reports.** We reviewed the finance report, and the balance sheet. Irene explained that \$18,000 of the current checking account balance is restricted money from our grant from the King Foundation. She also explained that the King Foundation Grant is considered a liability on **the balance sheet because if we don’t spend it needs to be returned. And of** the listed Maine Community Foundation money reported, the principal is restricted. Overall we have around \$123,000 in restricted moneys in assets. Utilities seem off so Susan will check to make sure the town is paying these correctly. According to our recent reporting from the Maine Community Foundation we had an \$8500 loss in investments. Megan asked if books were considered part of assets. Irene explained that they are not included.
  - b. **Audit Review.** Susan noted that there were no significant findings, and the recommendations are same ones they give us every year. Susan said if we had more staff it would be better for our financials, with the idea there would be that much more isolation from access to accounts. Matt explained that we have safeguards in place, e.g. the person who reconciles **accounts doesn’t write checks. These systems minimize the risk of fraud.** The recommendations given in the audit report are what would be perfect in an ideal world. Irene explained that yearly there is review of each

**person's duties and tasks. Susan explained that there was a lot of expertise** on the library Finance Committee, and that the board is another check.

Matt asked if the audit is required by the town, or any other standard. Susan believes it is in the bylaws. Prior to her tenure there was always an audit yearly. When the new library was built, the town asked that we use the same auditor that the town uses. Susan said we have double oversight.

Irene explained that Pop Williams account we have access to the interest income.

**Exhibit A.** Called a statement of financial position, and is like the balance sheet as it lists, cash, property, income, account receivable, etc., as of June 30th 2015

**Exhibit B.** The statement of activities, and is the same as a profit and loss. It shows revenue and expenses and those are divided into unrestricted funds, temporary restricted funds, or permanently restricted fund. The temporary restricted column is money that we received that is earmarked for a specific purpose. Most of our money is unrestricted, as well as expenses.

Pop Williams is held by the town because it is invested under the town's **account with other funds, but it's** our money.

Joe asked who Pop Williams was, and Susan said he was a community member and educator in 30s and 40s and gave the bulk of his estate to the town.

Matt and Jerry talked about how you need to have a large amount of money in an endowment fund to make any money, and Joe pointed out this is why we have money in the Maine Community Foundation. Matt also pointed out that the Maine Community Foundation would be a good resource if we get a large donation. Susan explained that they will also fund grants themselves.

**Exhibit C.** Since we're a non-profit we have to fill out an IRS Form 990, and designate expense lines on whether they are for programming, management, or fundraising. Susan pointed this out is an IRS rule. We briefly discussed how some of this gets broken up.

**Exhibit D.** Irene mentioned this was a statement of cash flow. Not an easy report to understand, and basically says we increased our cash by \$29,000, which was up from \$61,700, and ended up with around \$90,000 at the end of the year.

Rest of the report was notes, both from the auditors, and by request of the library. For example, making a note of donated materials. Irene pointed out that there is a note that marks what percentage of our budget is from the town.

Matt commented that he feels good about the professionalism of our Finance Committee and that Irene, as our Treasurer, is also a professional bookkeeper. He also said that as dry as reviewing this material can be, this duty is at the core of our responsibilities as a board.

Megan asked about next steps. Susan said the Finance Committee will meet with the audit team. After we accept the audit report they will process our 990 form.

Anne Eustis made a motion to approve the audit, Jerry Davis seconded the motion; the motion passed unanimously.

4. **Directors Report.** Susan mentioned there was another wedding in the gazebo. She took pictures and will send them along. Susan said that the Whitten painting is currently in her office. The Facilities Committee will be meeting for estimates on plowing for the library. It was decided this year we would explore getting a contractor instead of having the town have to take care of it. More info will come after the Facilities Committee meets. Joe asked about collection and statistics, and we briefly discussed how visitors using the Wi-Fi are counted using IP addresses, that are not saved or stored.
  - a. **Change in Gallery Policy.** Susan had an emergency request from Joy of Art Committee to revise the art display policy. The change is meant to make sure artists keep their work in the show for the entire display date. Bruce Kingdon made a motion to approve the new gallery policy, Anne Eustis seconded the motion; the motion passed unanimously.
5. **New Business.** We discussed the annual appeal letter. The theme is sustainability. It was a first draft, but Susan requested feedback, questions, or suggestions as development will be working on it at their next meeting.

6. **Important Upcoming Events.** Susan said it would be really good if there was a board presence at all events. Joy of the Pen is 11/14/2015, 1-3pm. 11/7/2015 is a Highland Green reception and open house. There will be tours, food, and coffee tasting. There is a Back to the Future town meeting coming up. Susan said it will take place during our next board meeting, so we will need to meet in the conference room. Matt suggested that if board members wanted to go to the town meeting that would be fine as long as we have a quorum.
7. **Next Meeting:** Wednesday, November 18, 2015, 7PM.
8. **Adjournment** at 7:59. Megan Therriault 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 "Jennifer Ecker", with a long horizontal flourish extending to the right.

Jennifer Ecker  
Trustee

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

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:02PM. Present: Jerry Davis, Anne Eustis, Jennifer Ecker, Larry Fitch, Bruce Kingdon, Irene Martin, Teri Schultz, Megan Therriault, Joe Trafton, Larissa Vigue Picard, Director Susan Preece. Absent: Sally Von Benken (who joined the group at 7:45).
  
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of October 28, 2015 Board meeting, Development Committee Report, Governance Committee Report, and the Report from the Friends. The following correction was made to the Minutes: Under Exhibit D, in the second-to-last paragraph, the last sentence (beginning “Anne and Matt will also review...”) was eliminated. Anne Eustis made a motion that the Consent Agenda be approved with the amended minutes; Jennifer Ecker seconded, and the motion passed unanimously.
  
- 3) **Finance Committee Report.** Irene reviewed the following documents included in the board packet:
  - **Balance Sheet.** There is \$14,111 in restricted funds, which leaves \$23,400 as unrestricted. All of that is the annual appeal. The savings line is entirely restricted. Only the principal portion of the Pop Williams trust, \$18900, is restricted. The \$69,288 invested through the Maine Community Foundation is also restricted. Our net income of negative \$35,544 will improve after the annual fund money starts coming in. The library has a current net value of \$291,808.
  - **P&L Comparative.** Payroll is larger because of pay increases, employee benefits, and the timing of town disbursements. Utilities are up over last year; electricity increased considerably over the summer, but the October bill came in significantly less than normal. Susan suspects it may be related to the air handling unit. A loss of \$8,500 in value in our investments accounts for some of the negative bottom line.
  - **Town Appropriation.** The numbers are right around the 33% of the budget that should be expended by this point in the year.
  - **Topsham Public Library.** We are higher than 33% in some areas, particularly supplies (often purchased in bulk) and insurances (premiums paid all at once).
  - **Friends.** They have probably contributed more than \$2,100 to date, but the Friends treasurer has not sent a recent report.
  
- 4) **Director’s Report.** Susan highlighted the following items.
  - There is now a \$2,000 snow blower, purchased out of the town’s capital money, dedicated to the library. It will stay on-site and allow for more reliable and consistent snow removal on walkways and in front of the building. The town is currently hiring for someone to do snow removal.
  - The library has new tote bags for sale at \$15 (including tax).

- There is now a safe in the building.
- The Highland Green reception food, from Wild Duck Pub, arrived very late. Also, the food quality at this event and a previous Business Roundtable luncheon was generally felt to be adequate but nothing special. We will reconsider using them for future events.

5) **Old Business:**

- a) **Annual appeal.** The board reviewed the two letters—differing in introductions primarily—included in the packet. There were varying opinions on which was more effective. The consensus was to send both and track which results in more money (by using a code on the return envelope).

6) **New Business:**

- a) **Governance Committee:** Matt explained that the Governance Committee recently discussed the issue of the director’s salary, which has not increased for three years. When the assistant director salary is increased in the upcoming budget, Cyndi and Susan will be making close to the same amount of money. The committee feels Susan’s salary should be reviewed and Rich Roedner has offered to bring up the question of the salary at the upcoming meeting of the Selectboard, TPL, and the town finance committee. Rich agrees that the director’s salary, like other town department head salaries, should not have to adhere to the standard salary scale.
- b) **FY17 Budget.** The board reviewed the draft budget included in the packet. Fifty percent of the total salary increases agreed to by the town are included in the FY16 budget; the remaining half will be included in the FY17 budget.

In this draft, the FY17 budget comes to \$525,585, up from \$470,546 in FY16. The increase is largely in salary and benefits, and some in utilities. Susan said the town hasn’t yet negotiated benefit contracts for FY16, which will impact the budget numbers. She included a 10% increase just as a placeholder but it will likely be more than that. The Affordable Care Act has created some penalties for businesses that have certain kinds of health plans, which is complicating things. The town has gone to mediation with two unions about benefits, and likely will with a third.

There was some discussion as to what the town should be paying for going forward. There is currently a roughly \$40,000 difference between what the town is currently scheduled to give us and what TPL ideally needs. Currently, the town is paying only for staff and utilities/building needs. It would be desirable to eventually have town money also go toward collections, programs, supplies, and various other expenses.

There was also discussion about whether to consider reinstating Wednesday evening hours (three total) now that the town has agreed to support the library to a greater extent in FY17. There were differing opinions as to whether the hours should be immediately added back. On the one hand, there is some negative impact on patrons and staff. On the other hand, we only cut the hours at the beginning of this fiscal year and part of the goal

was to make a statement and to find a business sponsor to “bring back Wednesday nights.” The consensus was to at least add the hours back into the budget for now to see what it would mean financially to stay open. If it seems untenable as the budget goes through its various reviews, it can be taken back out.

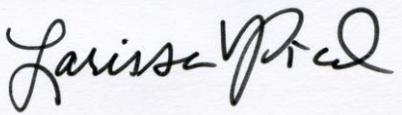
Susan noted that Mariah will now be getting health insurance due to becoming full-time. There is some discussion in the town about staff working 20 hours or more being able to pay into pro-rated healthcare plans. If that happens, benefit costs for TPL will go up dramatically.

Larry and Anne will be representing the library at the 12/2/15 budget meeting with the Selectboard and town finance committee.

**7) Important Upcoming Events.**

- a) December 11 Finance Committee meeting and audit review.
  - b) Santa Reads program on 12/16, 12/17, and 12/19.
  - c) Selectboard meeting on 12/17 at 7PM. Board representation needed.
  - d) Library budget scheduled to be discussed by the Selectboard on February 29.
- 8) **Next Meeting:** Wednesday, December 16, 2015, 7:00PM. Larissa will be in touch with board members about potluck items to bring.
- 9) **Adjournment** at 8:13PM. Anne Eustis made a motion to adjourn the meeting, Larry Fitch seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Larissa Vigue Picard". The signature is written in a cursive style and is positioned above the printed name and title.

Larissa Vigue Picard  
Secretary

**Topsham Public Library  
Board of Trustees Business Meeting  
Wednesday, December 16, 2015  
Minutes**

- 1) **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:10PM. Present: Jerry Davis, Anne Eustis, Irene Martin, Teri Schultz, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Jennifer Ecker, Larry Fitch, Bruce Kingdon, Megan Therriault, Joe Trafton.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of November 18, 2015 Board meeting, Development Committee Report, and Governance Committee Report. The following correction was made to the Minutes: 6B, first paragraph, “FY17” and “FY18” should be “FY16” and “FY17,” respectively. Anne made a motion to accept the Consent Agenda as amended; Teri 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.** Of the current checking account balance, \$14,717 is restricted. The net income is negative now, but the annual appeal will compensate for that.
    - **P&L Comparative.** Income is up over the same time period as last year, but expenses are as well and somewhat higher than last year. The net ordinary income shows a loss of \$19,500. A large part of the loss is the unrealized gain on investments.
    - **Budget Progress - Town Appropriation.** We are 41.76% into the fiscal year; the budget lines for town are just below or above that.
    - **Budget Progress - Topsham Public Library.** Some expenses are higher because certain items are paid in full up front. Annual appeal and annual report costs are reflected here.
    - **Budget Progress - Friends.** No discussion.
  - b) **990 Review.** The board discussed the 990 but as there was not a quorum, the vote was tabled until the January 2016 meeting.
- 4) **Director’s Report.** Susan highlighted the following items not included in the written report.
  - There were two bats in the library recently, perhaps because of the unseasonably warm weather. The first one cost \$100 to get rid of appropriately by the Maine Warden Service. A patron who happens to be knowledgeable about bats gave the library a bat house to attach to the building. Susan is going to check with the town before having it attached.
  - The concrete in front of the building has sunk deeper than previously. The town is going to talk with the contractor to hopefully fix the issue.
  - The Selectboard will meet on January 7 to discuss the audit. This was rescheduled from December 17 and the meeting time has been changed to 6PM.
  - We have made a lot of progress with the town and are going into the new budget discussions in a good place.
  - Santa Reads is happening throughout the week. 135 people came on day one.

- The Annual Appeal process has been delayed for a number of reasons this year: a new development coordinator, the decision to send two separate letters and issues with the printer (High Point Graphics), merging several lists, and Susan's recent illness. Hopefully it won't affect the returns.
- Ruth Bouchard Klein has given \$5,000 to start the Heritage Fund and will give another \$5,000 in January. The overall goal that has been discussed—raising \$100,000 in two years—may be too ambitious.

5) **Old Business:**

- a) **FY17 Budget—Preliminary Discussion on 12/10 with BOS/FC/TPL sub-committee.** Anne reported a very positive and substantive conversation. She and Larry, who also attended, reviewed the TPL budget in detail for the sub-committee. Larry told the group the TPL board would be discussing an increase to the director's salary in the FY18 budget. Anne and Larry also explained the concerns about the materials budget no longer being supported by the town (approximately \$20,000), but that it could be incrementally added back.

6) **New Business:**

- a) **Solar Panels:** There is some interest in putting a solar panel array on the south side of the building to realize some savings in energy costs. There are financial incentives for individuals and small businesses but not institutions. This would be a \$100,000 project, and the return takes approximately 5-7 years. Freeport Library has panels and has seen a 30% drop in expenses. We would need to make some decisions before the spring to get in the queue for 2016 consideration from Revision Energy, which is the main provider in the area. Former Highlands owner John Wasileski is interested in solar as well and may be approached by Revision to help support the project. Alternately, the library could take some money out of the endowment fund and pay the endowment back over time. There was some discussion about the timeframe, and that the library should not feel pressured to make a quick decision. The Facilities Committee will discuss and explore next steps.

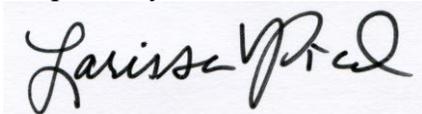
- b) **Development Update.** Sharon provided a written update in the board packet.

- 7) **Important Upcoming Events.** Board representation is needed at the Selectboard meeting on January 7, 6PM.

- 8) **Next Meeting:** Wednesday, January 20, 2016, 7:00PM. Larissa and Teri will not be in attendance.

- 9) **Adjournment** at 8:00PM. Teri Schultz made a motion to adjourn the meeting, Anne Eustis seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard, Secretary

**Topsham Public Library**  
**Board of Trustees Business Meeting**  
**Wednesday, January 20, 2015**  
**Minutes**

1. **Call to Order:** The meeting was called to order by Matthew Newman, President, at 7:02PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Irene Martin, Joe Trafton, Sally VonBenken, Larry Fitch, Megan Therriault, Director Susan Preece. Absent: , Larissa Vigue Picard, Teri Schultz, Bruce Kingdon.
2. **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of Dec 16, 2015, Board meeting, Development Committee Report, Governance Committee Report, and the December Friends Meeting Minutes. Sally VonBenken made a motion to approve the Consent Agenda, Anne Eustis seconded the motion; the motion passed unanimously.
3. **Finance Committee Report.**
  - a. **Monthly Reports.** We reviewed the Balance Sheet. Irene pointed out restricted money, and explained that we used \$2,000 from the Pop Williams Trust to pay for the snow blower. She also explained Maine Community Foundation number is not updated as of 12/31/15, because the **reports weren't yet available when she created the finance report. We reviewed the Profit and Loss Comparative report, and Irene explained that most of the donations from the annual appeal were deposited in January so those will show up on next month's report. Utilities are still a bit high, and Susan said they wouldn't worry about it until April. We reviewed the all the Budget Progress reports. Irene said we are 50% into our budget, and everything is on par with that. Donations are up more than 50% which is good. Megan asked about how the sale of the tote bags is going. Susan said we have sold 15 so far. On the Budget Progress Friends report Larry asked why we are only at 25% so far. Irene said that they pay for some items themselves and they don't show up until later on in the year.**
4. **Directors Report.** Susan talked about some issues with patrons this week. Things seem to be resolved at this time. Susan will keep us posted on any new developments. Susan said she is very happy with the amazing job with snow removal this year. She talked about upcoming grant submissions. Susan also recapped an event at the library for local entrepreneurs and panel discussion that had take place the evening before, that had good press coverage. Susan said the staff dinner was coming up. Matt congratulated Jerry for all his work with library

development, specifically getting a \$3,000 Business Roundtable membership from Harry C. Crooker , and how we are very appreciated of all his efforts.

- a. **Conference and Coworking Room Policies.** Susan handed out an updated version with some corrections to typos. She then explained the reasoning behind having this policy. Folks using study spaces to do business was one reason that we decided to create this policy. It also speaks to the Topsham Board of Selectmen request that we come up with revenue generating strategy. The policy says that one study room can be used as a coworking space for a specific amount of time for a fee. It has been vetted by the Governance and Facilities Committees. The Whitten conference room is also included in another policy, and is available for reserving for a fee. Sally asked if other libraries do this. Susan explained it depends on how they are funded. Joe asked if Business Roundtable members get to use the space as a perk, and Susan said they do as part of their membership level. Meghan asked if these were revisions to old policies, and Susan explained that the coworking one new, and the conference room is a revision of an existing policy. We discussed starting it as of 04/01/2016. Sally asked that Susan report back to the board in June to see how it is going. Larry Fitch made a motion to approve both policies, Anne Eustis seconded the motion; the motion passed unanimously.

## 5. Old Business.

- a. **Whitten Society Event (Feb 5, 2016 at 6-8pm).** Susan talked about the upcoming event. Susan has presented the request to have wine, and had the permissions accepted. Simply Susies catering will be doing the food. RSVP of about 60 people so far. Susan commented how Joy of the Art was the following day, Feb 6, and hoped that board members will also come to that. The hours are from 1-3pm for that event.
- b. **Solar Initiative.** Facilities has been meeting with ReVision Energy about possibly adding solar energy to the library. There will be a workshop Feb 4th with the Board of Selectmen at 7pm. ReVision Energy proposes that adding solar will be around a 30% in reduction in the electricity bill, and they estimated that it would take 5-7 years to recoup the cost . Matt commented that we would wait to see how the Board of Selectmen would suggest paying for it, as they own the building.

## 6. New Business.

- a. **Safety Issues.** Susan explained we are part of the town safety committee, that meets once a month. The library is too small to fall under a lot of the regulations, but a few things are coming up that might involve some

capital expenditures. Susan explained that an example might include include ergonomic updates to staff work stations.

- b. **FY 17 Budget presentation notes.** Susan handed out a draft of her presentation for the upcoming budget meeting with the town. There was feedback on how she might highlight the donations and Business Roundtable increases this past year. There were some questions about the budget slide and the organization. Meghan asked about whether we give them our full budget. Susan said that they will be given supporting materials, such as the full budget, but these are just the slides that will be projected. We talked about the plan to get to an 85%/15% model, in which the town will pay for 85% of the budget, and the library would be responsible for 15%. Matt commented that now that library salaries are tracking with town salaries, it will make the budget process easier going forward. There was discussion about highlighting some of the progress **we've made over the past year at the love your library event.**

**7. Important Upcoming Events.**

- a. Feb 4 - Solar workshop with BOS at 7pm
- b. Feb 10 - Back to the Future at 6:30pm (rural heritage)
- c. Feb 10 - BOS/FC FY17 Budget presentation
- d. Feb 13 - Love your library open house 10-11:30am

8. **Next Meeting:** Wednesday, February 17, 2015, 7PM.

9. **Adjournment** at 8:14pm. Larry Fitch made a motion to adjourn the meeting, Jerry Davis seconded, and the motion passed unanimously.

Respectfully submitted,



Jennifer Ecker  
Trustee

**Topsham Public Library  
Board of Trustees Business Meeting  
Wednesday, February 17, 2016  
Minutes**

- 1) **Call to Order:** The meeting was called to order by Sally Von Benken, sitting in for Matthew Newman, at 7:05PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Bruce Kingdon, Irene Martin, Teri Schultz, Megan Therriault, Joe Trafton, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Larry Fitch, Matthew Newman.
  
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of January 20, 2016 Board meeting, Development Committee Report, Governance Committee Report, and February 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 \$50,000 in checking, some of which is restricted. The Maine Community Foundation balance is up to date.
    - **P&L Comparative.** We have raised \$30,800 over last year, mostly due to increases in the annual appeal and Business Roundtable donations. However, payroll is also up.
    - **Budget Progress - Town Appropriation.** We are 58.33% into the fiscal year; the budget lines for the town are generally in line with that.
    - **Budget Progress - Topsham Public Library.** This budget is also generally in line with 58.33%. Seven months into the fiscal year we have already made most of our contributed support budget.
    - **Budget Progress - Friends.** Unchanged since January.
  
  - Joe asked if we were using the materials budget enough. Susan said the amount used to date is generally inline with where we are in the year and that the staff tries to spread spending throughout the year.
  
  - b) **FY17 budget.** TPL Finance Committee members and Susan met with the Finance Committee and Selectboard on February 10 to discuss the FY17 budget. The presentation went smoothly without a lot of questions, though they did want to know about TPL's electricity use. They were okay with the idea of increasing TPL staff salaries to be in line with equivalent town staff salaries, predicated on the idea that TPL change its healthcare plan to the same one used by other town employees. Susan says this will save around \$5,559. A reconciliation meeting is scheduled for March 23.
  
- 4) **Director's Report.** Susan highlighted the following items:
  - Susan and Sally, along with Selectboard members, recently attended an informational meeting hosted by Revision Energy about a solar plan for Topsham. Revision proposes

doing a small test project at the solid waste facility, but the Selectboard is proceeding slowly. The Business Roundtable met last Friday and also had a presentation about solar issues. The TPL roof is 12 years old, which would present issues with putting panels on if they would just need to be removed a few years later to replace the roof.

- It has been a busy month with the Whitten Society and Love your Library events, staff dinner, Joy of Art wrapping up and Joy of Lens gearing up, and getting ready for Music in March. School vacation week has been extremely busy. AARP representatives have been coming in on Thursdays to provide assistance with taxes but there are fewer volunteers and many changes to the tax filing process this year which has caused some frustrations.

5) **Old Business:**

- a) **Whitten Event:** All agreed it was a terrific event, with good food. Susan sent around a thank-you note from Don. Next year's set-up should separate the food and bar areas for better traffic flow.

6) **New Business:**

- a) **Town Meeting Info Session:** Susan talked recently with Rich Roedner about the success of the Back to the Future events and how TPL has become the venue for the town's informational programs. The final one on rural heritage had 65 people and was filmed using the new camera TPL purchased through the King grant. Susan has suggested that the town hold a Town Meeting information session—how town meeting works, what this year's issues are—and film it for local access television.
- b) **Library Connections TV Show.** Susan wants to produce a library TV show for local access television and Rich has agreed.

7) **Important Upcoming Events.**

Wednesday, March 23: Reconciliation meeting  
Thursday, April 14: Public Hearing on FY17 budget  
Wednesday, May 18: Town meeting

8) **Next Meeting:** Wednesday, March 16, 2016, 7:00PM.

- 9) **Adjournment** at 7:42PM. Anne Eustis made a motion to adjourn the meeting, Jennifer Ecker seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard,  
Secretary