

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, July 20, 2016
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, at 7:35PM. Present: Anne Eustis, Larry Fitch, Megan Therriault, Joe Trafton, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Jerry Davis, Irene Martin, Matthew Newman, Teri Schultz.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of June 15, 2016 Board meeting and Governance Committee Report. Sally made a motion to the accept the Consent Agenda, Megan second, and the motion passed unanimously.
- 3) **Development Committee Report.** Susan said there had been significant discussion about recognition for donors—how to appropriately recognize donors without going overboard. The Bouchard Memorial Garden remains a work in progress and the committee will continue to discuss the issue over the summer. Larry said that the Development Committee will need to play a big role over the next year.
- 4) **Finance Committee Report.** As Irene was not in attendance, Susan reviewed the financial reports. She just received the Maine Community Foundation report for the end of the second quarter so that is not reflected in the reports. (Investments are about \$177,000.) She will provide a full FY16 report in September. Most town budget expenditures are in, and most line items are close to 100%, though there are likely to be a couple more utilities bills before the end of the month. The TPL budget shows the current \$1821 deficit, which has dropped from last month. Contributions are up: We budgeted \$81,400; the actual is \$95,725, not including in-kind. In the FY17 budget, Development expenses will be tracked more explicitly. The Friends report is the same as last month as they meet in late July. Susan may ask them for a donation if our final deficit is more significant than it is now. The Davis Family Foundation grant (awarded in June) will be booked in 2016, but spent in 2017.
- 5) **Director's Report.** Susan reviewed the recent building flood, which took place on July 2, which she was on vacation. Susan commended all the staff—especially assistant director Cyndi Burne—for stepping up during the crisis and resulting library closure. Water damage started and was largely contained to Susan's office, but some damage occurred in the hallway outside the office and in Emma's office next to Susan's. The ultimate cause was found to be piping not done to code: improper location of pipes in the cement beneath the floor, dating to the construction of the building, as well as piping too small in diameter. Originally, the building was to have a full foundation under Susan's office for the mechanicals, but the decision was made to cut \$60,000 from the budget by foregoing a foundation and housing the mechanicals in the ceiling trusses.

The Fire Department, water district personnel, Titan Mechanical, ServPro, and town officials responded quickly to contain and repair the damage. The library had to be closed for four of its normal operating days (Friday, Saturday, Tuesday, Wednesday) due to the water being shut off to the entire building. Insurance reports have been filed but Susan does not yet have an assessment from the company for the damage. A quote for repairing Susan's office is forthcoming as the sheetrock had to be removed around the enter perimeter about two feet up from the floor. The office will also need to be repainted. However, Susan and staff have been

talking about the possibility of renovating the office space slightly to perhaps get two offices out of Susan's office. The board will be presented with any plans for altering space. Susan is temporarily working out of conference room.

Susan said that Dale hurt his arm moving books during the flood clean-up and has filed a workmen's comp claim so she has been submitting paperwork for that.

6) **New Business:**

- a) **FY16 Calendar of meetings/events.** Reviewed, no discussion.
- b) **Committee Assignments.** Reviewed. Larry reminded the board that two committees are without board chairs, which should be rectified in FY17.
- c) **Members availability for August meetings.** Larry noted that while we traditionally do not have an August meeting, we do want to hold open the possibility of having one if necessary. No one had a problem with the date.

7) **Next Meeting:** Wednesday, September 14, 2016, 7:00PM (unless an August meeting is called).

8) **Adjournment** at 8:06 PM. Jennifer Ecker made a motion to adjourn the meeting, Sally Von Benken seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, reading "Larissa Vigue Picard". The signature is written in a cursive style and is placed over a light blue rectangular background.

Larissa Vigue Picard,
Secretary