

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, November 16, 2016

Minutes

1. **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:01PM. Present: Bruce Kingdon, Jennifer Ecker, Anne Eustis, Irene Martin, Joe Trafton, Sally VonBenken, Larry Fitch, Teri Schultz, Jerry Davis, Megan Therriault, Director Susan Preece. Absent: Larissa Vigue Picard. Also in attendance was patron and volunteer, Marti Crippen.

2. **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of Oct 19, 2016 Board meeting, Development Committee Report, and the Governance Committee Report. Anne Eustis noted that the Friends report had since been corrected and the actual expenses were \$305.11. 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 presented a new report called Comparative Cash Balances, which show amount of cash that is on hand. Irene will present this report each month, as she is concerned about the checking account balance. We reviewed the Profit and Loss Comparative, and Irene said the bottom line is pretty close to last year, but should improve as we get to the annual appeal season. Teri asked about in kind donations. Irene explained that it is the value of the service provided so in kind donations and their comparative expense will always even out. Joe asked why the investment income is so different from the previous year, and Irene suspects it is because she is not recording the change of investment value each quarter. She books interest and dividends, and but has waited to do market value changes because of the way she gets reports from the Maine Community Foundation. We reviewed Budget Progress Reports for the Town of Topsham, the Library, and the Friends. Megan asked about what the Other Expenses covered. Irene and Susan explained it was largely due to development expenses, accounting expenses, etc. Larry asked about supplies and Susan explained she often buys supplies in bulk to save money. The Friends report wasn't up to date as Anne outlined earlier in the meeting.

4. **Teen Services - Cyndi Burne.** Cyndi talked about how teen services was started 15 years ago, and originally was just a couple of book shelves. In 2005 she asked the Friends to give some money towards teen programs separately from rest of the

children's programs. Cyndi talked about some of the successful programs over the years, including teen cafes, murder mysteries, and Guitar Hero. One of the most successful was the Teen Idol program, which ran from 2004-2008. The original idea came from teen volunteers, and although Cyndi organized it, the teens publicized, recruited contestants, and helped make it successful. On average about 79 kids attended every year. Sally asked if it would come back, and Cyndi responded that it really is up to the teens. Cyndi explained that it can be challenging to engage teens since they have very busy schedules. Sally asked about ages. Cyndi said she can initially engage them in the middle school, as there isn't as much pressure for their time. She talked about the teen book groups, and that the teens vote on the book to read, and then run the discussion and questions. She gives some guidance, and promotes different genres. Cyndi highlighted changes in the teen room. She has rearranged graphic novels and audio, and noticed that circulation for those materials has increased. She made space to put in a table, and has noticed more teens spend time in there. She talked about the success of drop in crafts, summer reading, and how she decides on materials purchases. Everything gets considered for purchasing, and she makes a decision based on reviews, other libraries circulation stats, etc. She would like more shelving in the teen room as she doesn't have enough room for all the materials. Larry asked about whether teens are coming to the library to do homework after school, Cyndi said there are some, and are mostly folks who live close enough to walk. When the weather is nice teens hang out in the gazebo. Overall, Cyndi tries to be approachable, and a resource, not an authority figure.

5. **Directors Report.** Susan talked about the status of the Erate audit and that according to the state, nothing is changing, and we won't get further information until January. She also highlighted that the digital download service for the state will change from Overdrive to Bibliotheca. It should be more cost effective, offer more variety, and be easier to use. One downfall is some older Kindle e-readers won't be supported, so staff are advising patrons of this. The switch will start in March of 2017. The library budget is due to the Town Manager on Dec 13th, and the library is scheduled to present to Monday Feb 27, 2017 at the Board of Selectmen meeting. It typically starts at 7pm. Susan also attended a Southern Maine Chamber Commerce meeting about upcoming changes to overtime requirements. There shouldn't be any negative effects to the library. She also pointed out the extensive work folks did on the gardens this year.
6. **New Business.**
 - a. **Background info for Town/Library FY 18 budget discussions.** Susan shared some spreadsheets she has prepared in advance of future budget meetings. They were meant to show how the budget for materials has changed over the years. We reviewed how staff expense has increased significantly, but

supplies and materials have gone way down. Joe reminded everyone that it was our decision to focus on asking for a budget increase that would specifically go toward staff salaries. Larry commented that he believes the town seems open to funding some materials and supplies in the future. It was suggested to make sure when listing staff expenses that it includes reference to full-time equivalents (FTEs).

- b. **Staff holiday event.** Susan has been asked by the staff if it's appropriate that they have a staff holiday event, given they will have Christmas Eve off, and the recent increase in salaries. The board would like the staff to have their holiday event again this year, where they go to dinner at a local restaurant.
- c. **Sarah Whitten Community Service award.** The Development Committee has suggested we give it to Dana Cary, who is an important volunteer in the community. It will be held on Friday, Feb 3, 2017 from 6:30pm to around 8pm. Snow day will be Feb 4.
- d. **Universal Access Fund expenditures.** Susan explained that there is available money in the Universal Access Fund. This was started in 2013, when we procured money from local businesses and grants to create additional handicap parking spaces, shopping carts, etc., to aid in accessibility for patrons. We still have some of the fund available. Susan suggested that we use it, as well as money from a Senter Fund Grant to bring our audio visual equipment up to date. Much of the current equipment is failing. Susan will get estimates to update this equipment.

7. **Upcoming Events.**

Friday, Nov. 25- Film after the Feast: Finding Dory, 1:00pm

Thursday, Dec. 15 - Santa Reads, 6:00pm

Saturday, Dec. 17 - Santa Reads, 1:30pm

8. **Next Meeting:** Wednesday, December 21, 2016, 7PM. (Holiday refreshments).

9. **Adjournment** at 8:07pm. Teri made a motion to adjourn the meeting, Jerry seconded, and the motion passed unanimously.

Respectfully submitted,



Jennifer Ecker
Trustee