

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, October 19, 2016
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:05PM.
Present: Anne Eustis, Jerry Davis, Jennifer Ecker, Bruce Kingdon, Irene Martin, Teri Schultz, Megan Therriault, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece.
Absent: Joe Trafton.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of September 14, 2016. Anne noted a correction to the regular business meeting minutes: On the last page under New Business, b, the third-fourth line should read “Larry said it was not only important to come up with a document but also that it be something that would be used.” Sally made a motion to accept the minutes with the correction, Anne second, and the motion passed unanimously.
- 3) **Finance Committee Report.** Irene reviewed several reports. The **Balance Sheet** shows \$39,777 in checking. The **Profit & Loss Comparative** is generally on track with expenses being 25% into the new year. The town appropriation is considerably more than this time last year because of increases in payroll and payroll taxes; payroll expenses are subsequently up. Individual contributions are down compared to last year because we had a significant memorial contribution in the fall last year (and one that followed in the winter). Minerva rates are up, and will cost a total of \$1000 more for FY17. Electricity is higher because last year at this time the budget only showed only two months’ worth of bills; this year it shows three months. The **Budget Progress-Town** is on target 25% into year. Some expenses are higher in the **Budget Progress-TPL** budget. As an example, insurance is at 100% because it is paid in full for the year. The **Budget Progress-Friends** budget will even out next month.

Irene noted that large contributions received and recorded in the FY16 budget will be spent in this fiscal year, resulting in the current budget showing a deficit. \$10,000 of the Bouchard Family donation from last year have been transferred over to cover expenses for the first quarter. The Davis Family Foundation grant was received at the tail end of FY16 and will be spent in FY17.

Irene also noted that the checking account balance had dropped off significantly over the past three years. We are now using our annual appeal funds to pay for things that the town used to pay for so our cash balance is decreasing. Historically, between 2005-2013, we used the annual appeal for materials and “extras.” Irene will provide a comparison of checking account balances over the past several years at the next board meeting.

- 4) **Director’s Report.** Susan highlighted the following items.
 - The draft of the audit will be available at the November meeting.

- The town department heads recently met with Lance Lemeux from Maine Municipal Association Risk Management Services. Only two items were flagged for the town resulting in a “Leader Credit” for workers’ comp.
- TPL was encouraged to apply for a \$5,000 grant from the Helen Clay Frick Foundation out of Pennsylvania.
- Rich Roedner is interested in having the town and the library work with Topsham Historical Society and Pejepscot Historical Society to put more historic collection items on display in the library.
- Board members are encouraged to attend the Chamber After Hours event at the library on October 26 from 5-7PM. The evening includes tours, a raffle, mocktails, and more.
- Susan recently attended a workshop about homeless teens and how area organizations can help.

5) **Governance Committee**

- a) The Board discussed dates for a Development Workshop, and settled on two sets of dates: January 20-21 and 27-28. Susan will run the dates by Sue McLeod, the facilitator.

6) **New Business:**

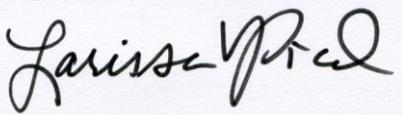
- a) **Christmas Eve.** Susan said the staff would like to close the library on Christmas Eve; the board agreed.
- b) **RFP for Interior Painting.** The RFP will be going out soon. The work must be done on Mondays when the library is closed or unobtrusively while the public is in the library.
- c) **Budget Priorities.** The Selectboard and Town Finance Committee want to wait until after the election to have a detailed budget conversation with TPL.

7) **Important Upcoming Events.** Chamber After Hours, 10/26, 5-7PM.

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

9) **Adjournment** at 7:58PM. Sally made a motion to adjourn the meeting, Anne seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary