

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, September 14, 2016
Minutes

1. **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:06PM. Present: Bruce Kingdon, Jennifer Ecker, Anne Eustis, Irene Martin, Joe Trafton, Sally VonBenken, Larry Fitch, Megan Therriault, Jerry Davis, Director Susan Preece. Absent: Larissa Vigue Picard, Teri Schultz.
2. **Consent Agenda.** The Board reviewed the Consent Agenda, which included the FY 17 Calendar of Meetings, Minutes of Jul 20, 2016 Board meeting, Development Committee Report, and the Governance Committee Report. Anne Eustis requested a correction to a sentence in Section 5 in the Minutes (Finance Committee Report): “The Friends report is the same as last month as they *do not* meet in July. Anne also requested an edit to Section 6 in the Minutes (Directors Report): “Susan reviewed the recent building flood, which took place on July 2, *while* she was on vacation”. Sally VonBenken made a motion to approve the Consent Agenda as amended, Bruce Kingdon seconded the motion; the motion passed unanimously.
3. **Finance Committee Report.**
 - a. **Monthly Reports.** We reviewed the Balance Sheet, Profit and Loss Comparative. Irene noted that insurance is the same as last year, and is paid in full for the year. Irene explained that going forward we would no longer consider depreciation as an expense, and so it would not show on the profit and loss statement. We also reviewed the Budget Progress reports for the Town Appropriation, Topsham Public Library, and Friends. Susan explained that most of the cost of the recent flood is being paid by the town.
4. **Directors Report.** Susan remarked that since we had two months to go over she would pick out highlights of the report to review. Susan had a positive response from auditor that came on September, 14 2016. She let us know that the auditing agency has gone through some personnel changes, so they will not be able to get a completed audit to the board until the November meeting. She noted that we may file an extension, with board permission, so that we will have until January 2017 to go through the documents and sign off on the federal 990 form. Share Ross asked Susan to request that board members share and like social media posts from the Topsham Public Library. Sharon also wanted to strongly encourage board members to attend an upcoming Chamber After Hours event

that is being hosted at the library. Susan handed out Friends membership brochures, and encouraged board members to sign up or renew memberships. Susan reminded the board that the Friends annual book sale was the following week, and requested help with setup and cleanup. She also reminded everyone that Common Good day, which has students from Bowdoin College come to volunteer at the library, was this weekend. Students would be helping with the gardens, and moving books for the book sale. Volunteers to supervise Common Good day students, would be appreciated. Summer reading was very successful. Susan also mentioned that Mariah would be using some of her work hours on her school work for her MLS program. She should be finished with her MLS by January 2017.

5. **New Business.**

- a. **Governance recommendation to create a standing Nominating Committee.** Anne suggested that we create a standing committee responsible for finding and vetting potential board members. This is something the library board used to have, and an idea that has been discussed in the Governance Committee. Jennifer expressed concern around many board members with terms ending in the next few years, and there not being a pool of potential new candidates to replace them. Megan asked how the committee would work. Anne and Larry explained that the committee would create a more formal recruitment process. The duty of the committee would be to set up procedures for the process, develop criteria for potential members, including potential skill sets and committee structure, and identify specific candidates from the community to directly recruit. Jerry suggested that it would be helpful to have a time structure so that folks are terming at predictable times. Anne Eustis made a motion to create a standing Nominating Committee, Jerry Davis seconded the motion; the motion passed unanimously.
- b. **Governance recommendation with regard to Board Development Workshop.** Larry reminded everyone that at the last board meeting it was discussed that we might consider re-thinking our long-range plan, and coming up with some more concrete goals, actions and steps. Governance has met on this topic, and recommended that a professionally facilitated board and senior-staff retreat would help with this planning. In preparation for next steps, Susan spoke with a few potential candidates to facilitate the meeting. After review Sue McCloud was chosen as the best fit. It was discussed that an afternoon would be enough time for the meeting, and Sue McCloud would come meet with the

board ahead of time to see how we work together. Sally thought this was a great idea, and Joe said that was worth the expense to make sure it was done correctly. Larry said that it was not only important to come up with a document, but also be something that would be used. The idea would be to have it completed by the beginning of 2017, which means holding the retreat in October or November of 2016. Susan would follow up to find out what dates might work for board members and the facilitator. Anne Eustis made a motion to approve going forward with a development workshop, Jerry Davis seconded the motion; the motion passed unanimously..

- c. **Annual Report.** Susan shared a preview of the Annual Report that comes out in the November Cryer, and reports to the community on library activities and fundraising in the last fiscal year.
- d. **Annual Appeal.** Susan presented a draft for review that was being worked on by the Development Committee.

6. **Important Upcoming Events.**

Common Good Day: Sept. 17th, 1-4pm

Friends Book Sale:

Sept. 17th, 9-10am - Setup

Sept. 23rd, 5-7pm - Friends Book Sale Preview Night

Sept. 24th, 9am-4pm - Friends Book Sale

Sept 25th, 10am-2pm - Friends Book Sale (Cleanup after)

Chamber After-Hours: Oct. 26, 5-7pm

7. **Next Meeting:** Wednesday, October 19, 2015, 7PM.

8. **Adjournment** at 8:02pm. Jerry Davis made a motion to adjourn the meeting, Bruce Kingdon seconded, and the motion passed unanimously.

Respectfully submitted,



Jennifer Ecker
Trustee