

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, July 19, 2017
Minutes

1. **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:18PM. Present: Jennifer Ecker, Anne Eustis, Irene Martin, Joe Trafton, Sally Von Benken, Larry Fitch, Jerry Davis, Hahna Patterson, Jim Demosthenes, Anne Macri, Director Susan Preece. Absent: Larissa Vigue Picard, Teri Schultz, Diane Hender, and Megan Therriault.
2. **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of June 21, 2017 Board meeting, Development Committee Report, Finance Committee Report, and the Governance Committee Report. Joe suggested we explain the consent agenda process to the new board members, and Larry gave an overview. Sally made a motion to approve the Consent Agenda, Anne Eustis seconded the motion; the motion passed unanimously.
3. **Directors Report.** Susan passed out an article from Mariah Sewall on slj.com about storytime. Susan circulated the volunteer hour sheet. She also pointed out that the upcoming September 20th meeting date was changed to September 13th. Board appointments and contact information were also passed out. Susan said she got a bid from Skillin for painting the building. She would like to close library for a week so they can put up scaffolding to paint the main interior section of the library. The dates suggested to close were January 28, 2018 to February 5th, 2018. Joe asked what would happen to staff while the library was closed. Susan said staff would still work even though the library was closed. Activities would include moving books, and other work out back. She also would do safety training and staff development during the closure. Susan went over volunteer hours, and explained that on average volunteers give 47 hours per week. Sally asked how many people volunteer, and Susan estimated in the 100 people range. Susan talked about some patrons having issues with Cloud Library, but expects checkouts to pick up as it gets ironed out. Susan attended the Minerva Executive Board meeting, and explained there were some overlap material licensing issues during the transition from Overdrive to Cloud Library. Larry asked about drop-off due to Cloud Library device restrictions. Susan didn't think it was significant, but acknowledged there were some issues. Sally asked for an explanation on the differences between the services, and Susan recapped the decision the Maine InfoNet made to transition from Overdrive to Cloud Library.

4. **Old Business.**

a. **FY18 review with the Board of Selectmen in August (MOU).**

Susan will be attending the Board of Selectmen meeting on August 3rd at 7pm. She will do a small presentation on library activities and accomplishments from this year. Susan briefly overviewed the memorandum of understanding (MOU) with the Town of Topsham for new board members.

b. **Long Range Plan Draft.** Larry gave an overview of the long range plan to date. The long range plan sub-committee presented a draft for discussion. Some goals were reworded from the original plan, and new objectives and strategies were added to each goal. Sally had a question about goal wording to make sure it acknowledged that we are continuing to fulfill the ongoing mission. Larry agreed, and explained that goals will probably not change much, but over time the objectives and strategies will. Susan said the staff was happy with it, and they had added specific activities around strategies. Susan said she felt it was very close to done, and if she could get approval she could take it to the meeting with the Board of Selectmen. Larry asked that there be some target dates on activities, but that we could vote on it as is, and Susan could add in some dates for activities after. Joe made a motion to approve the revised long range plan, Anne Eustis seconded the motion; the motion passed unanimously.

5. **New Business.**

a. **Student board member.** Susan noted the Governance report that outlined the process for appointing a student board member. There is a student interested, and they will meet with Governance in August. It is expected Governance will make a recommendation for appointment at the September meeting.

b. **Highlands Community Room Policy addition.** Susan outlined a new policy for the Highlands Community Room since the AV equipment has been upgraded. The new policy is to ensure that there will be one representative responsible for training and operation during the program. Anne Eustis made a motion to approve the addition to the policy, Sally seconded the motion; the motion passed unanimously.

6. **Next Meeting:** Wednesday, September 13, 2017, 7PM.

7. **Upcoming Events.**

Sat. July 29 - Staycation!

8. **Adjournment** at 8:04pm. Anne Eustis made a motion to adjourn the meeting, Sally 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, Vice President