

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

**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:**

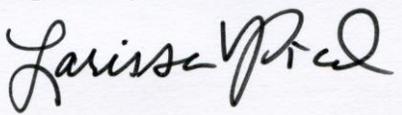
- a) **Christmas Eve.** Susan said the staff would like to close the library on Christmas Eve; the board agreed.
- b) **RFP for Interior Painting.** The RFP will be going out soon. The work must be done on Mondays when the library is closed or unobtrusively while the public is in the library.
- c) **Budget 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

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

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, December 21, 2016
Minutes

1. Call to Order: The meeting was called to order by Larry Fitch, President, at 7:03PM. Present: Jennifer Ecker, Anne Eustis, Irene Martin, Joe Trafton, Sally VonBenken, Larry Fitch, Teri Schultz, Megan Therriault, Director Susan Preece. Absent: Larissa Vigue Picard, Bruce Kingdon, and Jerry Davis.

2. Consent Agenda. The Board reviewed the Consent Agenda, which included the Minutes of Nov 16, 2016 Board meeting, Development Committee Report, and the Governance Committee Report. Anne Eustis pointed out two grammar corrections to Minutes of Nov 16, 2016 Board meeting. Anne Eustis made a motion to approve the Consent Agenda, Sally VonBenken seconded the motion; the motion passed unanimously.

3. Finance Committee Report.
 - a. Monthly Reports. We reviewed the Balance Sheet, and Comparative Cash Balances. Irene pointed out the Comparative Cash Balances report which shows the checkbook balance compared to previous years. She noted the unrestricted budget line which is down significantly from previous years, but will change once the annual appeal is recorded. Megan asked about whether or not grants were always considered as restricted. Susan explained most grants are restricted as they are usually designated for a specific purpose. Irene pointed out the Business Roundtable line also fluctuates as not everyone pays at the same time. Megan asked if the Business Roundtable money would ever be unrestricted, and Susan explained that if it exceeded the needs it was designated for then it could become unrestricted. We reviewed the Profit and Loss Comparison, and Irene noted that contributed support is up, as well as payroll and employee benefits, supplies, and materials expenses compared to last year. Irene explained we are moving to use Quickbooks online, and there are some challenges with the way it generates reports that she is working through. We reviewed the Budget Progress Town Appropriation report, and the TPL Budget Progress Report. Since we had just started the annual appeal, there would be more info on that next month. Finally, we reviewed the Friends Report.

4. Adult Services - Emma Gibbon. Emma explained she would talk about two areas specifically, programming and collections. She pointed out that her mission is to serve adults in Topsham, and this year she is focusing on trying to better serve everyone, not only those who are more vocal. She talked about the library **being the “community’s living room”, as a cozy happy place for people to gather.**

For programming, she finds that lectures about nature and history are very popular. Book groups are also very popular. She emphasized that it is all about getting people in the door, so that they can then learn what the library can offer. Some new programs that are being offered include a community member led **discussion group on moving on after a spouse’s death. Emma also advertises specific hours the “Librarian is In” to encourage folks to ask reference questions.** She did note that librarians are always available to answer questions, but this seemed to make it more accessible to people who were unaware of this. Emma has heard praise from other libraries and the Maine Humanities Council on a new graphic novel book group, which is most likely the first in the state.

Emma has been reviewing the collection development policy. She explained we are a popular materials collection library that responds to what people we want. Since we have access to all the books from Minerva, she can focus on what is **popular. She said she likes to have “something to offend everyone”, since we all** have different viewpoints. Sally asked about people wanting to take things out of the collection. Emma said it happens more with children's books but it does happen. Emma said the collection development policy covers how that is handled. To determine what to purchase she looks at data, holds, popular authors, and professional reviews. She also listens to what people are talking about, and what is in the cultural imagination. Some trends she is seeing right now include a swing toward physical items (books, records, etc.), science fiction and fantasy by people of color and women, heartwarming titles that are going to be made into films, and graphic novels. Emma shared a variety of adult graphic novels available at the library. Megan asked about what happens to books that we have several copies of once they are no longer popular. Emma said the extras go in the books sale once it is determined that there is no demand for them. If there are 6 or 7 holds on a book Emma will buy another copy of that book for circulation. Larry asked about how to reach people who live in town in Topsham **but don’t go to the library. Emma said this was a goal for her this year, and she is** doing more community outreach to answer that question. She was asked to participate in the Topsham AARP committee on aging last spring. This **committee was attempting to find out about the needs of those “aging in place” in**

Topsham. Through this committee there was discussion about reaching beyond some of the barriers that prevent the entire community from using the library. She said people have fixed idea of a library, and if we can get them in the door we can show them all the other things there are to offer. Susan said that at the Midcoast Chamber event they had a lot of comments about how surprised people were at the services available at the library. Susan emphasized the importance of outreach, but did explain that there has to be a balance, as it has implications for staffing. Joe asked about local authors, and Emma said she is happy to take book donations from authors and put them in the collection.

5. Directors Report. Susan announced we have been awarded \$5,000 from the Helen Clay Frick Foundation. There are no restrictions on what we use the funds for. Also, she expected to be hearing soon about the Senter Fund grant. Sharon and Susan will be meeting with a woman who offered to volunteer to help with grant writing. She is former library director that recently moved to Topsham. Susan explained that there were a few bumps, but they are getting a handle on coordinating snow cleanup and other winter maintenance. She gave a quick update on the annual campaign for so far this year, totaling around \$32,000. Sally asked about how many new card holders we get, and Susan said it is around 30-50 per month. Per the Minerva consortium recommendation they purge cardholder records after 3 years. Around a third are used actively.
6. Old Business.
 - a. FY18 Municipal Budget Draft. We reviewed the first draft of the **budget. A significant change for FY 18 is to make the children's librarian a full time position with health insurance benefits. Another change is increase Susan's salary halfway to match the comparable town position of Economic Development Director.** There will be a meeting with the joint library and town committee in January to talk about the budget draft.
7. New Business.
 - a. FY 16 Audit approval. Susan explained that we had no problems with the audit. Sally asked about donated fair market value of rental for \$40,000. Irene explained it was like an **in-kind donation, as it doesn't change bottom line.** Anne Eustis made a motion to approve the FY 16 Audit, Teri Schultz seconded the motion; the motion passed unanimously
 - b. FY 16 990 approval. There were no questions on FY 16 990. Anne Eustis made a motion to approve the FY 16 990, Teri Schultz seconded the motion; the motion passed unanimously.

- c. Prep for Board Development Workshop - Sue McLeod. Sue McLeod, who will facilitate our board retreat, introduced herself and spoke about what we needed to do ahead of the board retreat. She outlined that we want to think strategically about what is next for the library. Also to keep in mind, a couple of simple things we could do differently to make things work better. Friday night we will all have dinner together, and do an icebreaker exercise, which will help us to get thinking about the future. Saturday morning we will be talking about what can we do differently in the future. There are a set of questions we will fill out ahead of time to help spur thinking. Saturday afternoon will be how to put our ideas in motion, and what are the next steps. Sue will be available for the next year to check in quarterly on our progress. Megan asked if staff would be involved, and Susan explained that the senior staff would attend as well as the Friends president. Larry explained we are welcome to bring wine or beer to the dinner. Dinner will be around 5-9pm, and the Saturday session will run from around 8:30am-5pm. Sue passed out the questions, and requested we fill them out and give them back to Susan by Jan. 6,2017.

8. Upcoming Events.

- Jan. 21 - Joy of the Art Reception 1-3pm (Awards 2pm)
- Jan. 24 - Brown tail moth lecture/discussion
- Jan. 27-28 - Board Development Workshop
- Feb. 3 (snow Feb. 4) - Whitten Event from 6-8pm

9. Next Meeting: Wednesday, January 18, 2017, 7PM.

10. Adjournment at 8:30pm. Teri Schultz made a motion to adjourn the meeting, Anne Eustis seconded, and the motion passed unanimously.

Respectfully submitted,



Jennifer Ecker
Trustee

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, January 18, 2017
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:03PM.
Present: Anne Eustis, Jerry Davis, Irene Martin, Teri Schultz, Joe Trafton, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Jennifer Ecker, Megan Therriault.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of December 21, 2016 Business Meeting, Development Report, and Friends Report. Teri made a motion to accept the minutes, Anne second, and the motion passed unanimously.
- 3) **Finance Committee Report.** Irene reviewed several reports. The only number that has changed in the **Balance Sheet** is the checking account. The **Comparative Cash Balances** shows the last five years. Business Roundtable numbers are consistently up since that effort began. Negative numbers in 2014 and 2015 are because Minerva had been paid but not all Business Roundtable donations had come in to cover it. In the **Profit & Loss Comparison**, the Town Appropriation line is higher because of payroll increases. Business contribution is up \$7,300 over last year. The report was provided in full detail because December was the end of the quarter. The Finance Committee has reviewed it and there aren't any items out of line. The net income still shows a deficit of \$10,944, which is not as large as at this time last year. At least \$5,000 is income reported in the last fiscal year (Bouchard Family money), but being spent in this fiscal year. The **Budget Progress-Town Appropriation** shows all line items generally on track for being 50% through the fiscal year. Electricity is higher because there were two bills paid during December. The **Budget Progress-Friends** doesn't show much activity. The contribution revenue in **Budget Progress-TPL** is 69% of budget even though we're only 50% into the year.
- 4) **Mariah Sewall—Children's Services.** Mariah spoke to the board about her role in the library. Her programs serve children and families, parents/caregivers, teachers, and a variety of organizations throughout the community. She often helps parents and others to find answers to questions about various issues going on in their lives. While the baby/toddler, and preschool programs will always be popular, she is also focus on programming for elementary and middle-school aged children.

Mariah partners with community organizations and schools. She provides information and serves as a community reader at area schools where she recognizes a lot of students. She also runs a 4th and 5th graders "Young Critics" book group. There are 16 kids in the group this year, all very engaged and interested in sharing their opinions.

The library also offers art and science programs, and there will be several over February break. The idea is to offer a wide variety of programming to get families in the door, some of whom wouldn't come otherwise.

Current trends in Youth Services include more diverse titles for young people, including more narrative nonfiction and better early reader chapter books. While some kids use e-readers, plenty still read and enjoy print books. Kids have found other ways to combine multimedia and love of books by making book trailers. Another trend in kids's books is that many come with scannable links to extra online content.

Mariah says it's hard for the library to keep up with demand, both in terms of kids wanting new books and programming filling up. The new parents workshop is full, with six families on the waiting list. There are three storytimes a week, but she could run six and fill those. There is a constant need to strike a balance between what the public needs and wants and how much staff can do.

Mariah mentioned the highly successful Bus Book Bag Program. Bags full of books are on each school bus that drives through Topsham, Bowdoinham, and Harpswell. Kids read to themselves or read to a buddy. This brings the library to kids who can't get to it otherwise. It promotes better behavior on the bus, and social connections. The library is working on grant funding for the program to get more books as they get more wear and tear than normal.

Mariah was asked about evidence that library programs improve readiness for school and meet other needs. She said that there is plenty of anecdotal evidence about literacy improvements and school readiness. The programs also promotes social networking.

5) **Director's Report.** Susan highlighted the following items.

- She noted an additional meeting she had left off her written report: a January 6 meeting with Ken Thorson and Sam Carr to talk about a railroad program.
- Detailed statistics report. Sally asked if Susan could break out specific statistics on children's use of the library. Susan said she would provide that.
- Issues with temperature regulations. On January 13 the library had no heat in the community room and Susan's office. Titan Mechanical arrived at 3PM and finished at 11PM with two trips to Portland for parts. Sensors in the heating unit were not working. Susan noted how impressed she was with their commitment and willingness to work until the job got done.

6) **Old Business:**

- a) **FY18 Municipal Budget Draft.** Susan handed out a corrected version of the draft. Larry, Anne, and Susan met with Selectboard and Finance Committee recently about this draft. The meeting went very well, and there were no major concerns about the budget. All in attendance supports the library and accepted the numbers. They appreciate having more detailed information up front that anticipates questions they might have.
- b) **Prep for Board Development Workshop.** Board members are asked to meet at 5:30PM on Friday at Wild Duck Pub on Friday, and again at 8:30AM on Saturday. Friday includes dinner; board members are invited to bring their own wine/beer. One goal of the retreat is to figure out how to do a better job sharing what the library does well and why it

deserves community support. Susan said facilitator Sue McCleod's advice is to "think outside the box."

7) **New Business:**

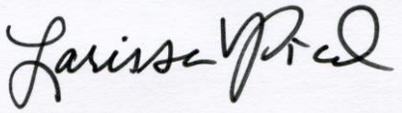
a) **Resignation of Board Member Bruce Kingdon.** Bruce has resigned; he was halfway through the first year of his second term. We now have nine trustees. Jerry and Joe are working on nominations for new candidates on behalf of the Governance Committee.

8) **Important Upcoming Events.** January 21 Joy of Art reception. January 27-28 Board Development Workshop, February 3 (4 is snow date) Whitten Event, February 11 Love Your Library.

9) **Next Meeting:** Wednesday, February 15, 2017, 7:00PM.

10) **Adjournment** at 8:06PM. Anne made a motion to adjourn the meeting, Teri seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Larissa Vigue Picard". The signature is written in a cursive style and is positioned above the typed name.

Larissa Vigue Picard
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, February 22, 2017
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:00PM.
Present: Anne Eustis, Irene Martin, Joe Trafton, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Jerry Davis, Jennifer Ecker, Teri Schultz, Megan Therriault.
- 2) **Consent Agenda.** Larry pulled the Director's Report out of the Consent Agenda due to items for discussion. The Board then reviewed the Consent Agenda, which included the Minutes of January 18, 2017 Business Meeting, Finance Committee Report, Governance Committee Report, and the Friends Report. Sally made a motion to accept the minutes, Larissa seconded, and the motion passed unanimously.
- 3) **Director's Report.** Susan highlighted the following items.
 - Wall reinforcements: Chair rails in the community room and the literacy rooms are too high to protect the wall from tables being pushed up against it. Susan asked for the board's advice as to whether to reposition the chair rails or put clear plastic material over the walls below the existing chair rails to protect the walls. This would take place only along walls where tables are regularly used. The board agreed with the plastic sheeting.
 - Susan said that the book drop area and the Friends closet had water leaks do to snow melt from the roof following the recent storms. Those areas have since dried out but they are a perennial problem.
 - Susan shared copies of her 2/27/17 slideshow for the Town on the budget.
- 4) **Old Business:**
 - a) **Board Development Workshop—Thoughts.** Board members expressed a variety of thoughts about the workshop. These are summarized below:
 - All generally agreed that the opportunity to get together as a board in a different venue and for a different purpose, and the chance to get together with the staff, was extremely valuable. Susan said that the staff also very much appreciated the opportunity to hear from the board, and to directly share their jobs with the board.
 - Friday night was mentioned as somewhat more rewarding than Saturday.
 - Several suggested that parts of the retreat (primarily Saturday) could have been better organized, or more actively facilitated. The overall objectives weren't entirely clear to at least one person. Instructions were sometimes confusing, or changed on the fly. One person mentioned that perhaps the facilitator may not have been used to working with high functioning boards—that the retreat was more introductory, or basic, than hoped for.
 - Many hoped to come away with a new or revised strategic or long range plan, but the three objectives highlighted by the end of day two—undertake robust community outreach, strengthen the volunteer program, and long-term facility needs—did not feel like a full plan with goals, objectives, and initiatives/action

items. While the discussion was very valuable, and those three items are certainly important, they are somewhat “apples and oranges” and leave out a lot of other issues that the library needs to tackle.

Susan will again ask Sue McLeod, the facilitator, for a summary of the retreat. Sue had provided the notes taken by the small group leaders at the retreat, but not an official summary report, which the Governance Committee had requested. Sue is also scheduled to meet with the Governance Committee periodically over the year to check in.

Additional discussion revolved around the extent to which TPL already has a strong sense of what it needs to do to be successful vs. starting from scratch by asking what do we need to do and how will we know when we are successful? Should we go back to our current Long Range Plan and attempt to weave in the new information gleaned from the retreat, but also try to consolidate and simplify the LRP?

Larry also stressed the importance of finding ways to measure the success of programs and services, and not just assume we are meeting the needs of the community. Susan said all of the current TPL programs and services are based on requests from the community. Most, if not all, are also based on proven models in the library world, such as creating children’s programs geared toward development milestones.

The final decision was to revisit the three current Long Range Plan goals at the next board meeting to determine if they are the right goals for TPL over the next few years. In successive meetings, the board will discuss how to refine the objectives and action items under those goals, and weave in the new material that came out of the retreat.

5) **New Business:**

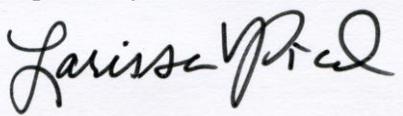
a) **How to Move Forward (Surveys and Results of Director’s Poll).** This was tabled to at least the March board meeting, as noted above.

6) **Upcoming Events.** Town and Finance Budget Presentation—Monday, 2/27, 6PM. Friends Monthly Meeting—Thursday, 3/2, 6:30PM. Music in March Concert series, Saturdays in March, 1PM.

7) **Next Meeting:** Wednesday, March 15, 2017, 7:00PM.

8) **Adjournment** at 8:20PM. Anne made a motion to adjourn the meeting, Sally seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, March 15, 2017
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:02PM. Present: Jerry Davis, Jennifer Ecker, Anne Eustis, Irene Martin, Teri Schultz, Megan Theriault, Larissa Vigue Picard, Sally Von Benken, Director Susan Preece. Absent: Joe Trafton.
- 2) **Consent Agenda.** The Board then reviewed the Consent Agenda, which included the Minutes of February 22, 2017 Business Meeting, Development Committee Report, Finance Committee Report, Governance Committee Report, and the Friends Report. Anne made a motion to accept the minutes, Jerry seconded, and the motion passed unanimously. *Note: it was later noted that the February 22 minutes showed Megan as absent when in fact she was present. This will be corrected.*
- 3) **Director's Report.** Susan highlighted the following items from her written report.
 - She asked that any complaints by patrons be directed to her to handle.
 - As requested at the last board meeting, she distributed summary notes from our board development workshop.
 - Cloud Library has had a rough start but in the long run it will be easier for people to use.
 - She attended the recent Board of Selectman's review of the budget and the only changes they made were to the health reimbursement account, which was to all town departments.
- 4) **Old Business:**
 - a) **Board Development Workshop.** Larry met with Sue McLeod about what the board felt worked, and where the retreat seemed to fall short. Sue has agreed to return to work with us on clarifying board and staff responsibilities with regard to our long range plan goals, as well as helping us to think about how to simplify those goals and the objectives to proceed more productively. Because of several people who will not make the April meeting, Sue will be asked to attend the May board meeting to begin this work.
 - b) **Internet Filter Report.** Susan distributed a comprehensive analysis of the filtering system put together by Emma and Dale, representing many hours of work. The report shows that 72 percent of the websites that were blocked by the system over the past six months (since implementation) were considered pornography. Many of these attempts are taking place in the evening, which means that people are sitting in the parking lot to access the WiFi (which is turned off at 9PM). According to CIPA, pornography sites by definition include images. There were several other types of sites that were blocked, which were not pornography, resulting in limiting access in those cases to legitimate information. Dale and Emma reviewed all the sites to verify content. During the past six months, no one has asked staff to unblock a site, an option that is mentioned in the computer use policy. Board members suggested adding that wording to signs by the computers so people are aware they can ask for legitimate sites to be unblocked.

However, some people may be embarrassed to request this depending on the type of information they are seeking. Susan said there is no indication that any Maine libraries will get charged for any previous non-compliance, but that no one at the state level is interested in fighting any of the CIPA regulations at this time.

5) **New Business:**

- a) **Collection Development Policy.** The Governance Committee presented a slightly revised policy with streamlined language. Anne made a motion to accept the policy as revised, Teri seconded, and the motion passed unanimously.
- b) **Long Range Plan:** The Board discussed the first goal in the current long range (2016-2019) place in preparation for continued conversations about revising the plan. Some felt the goal was too broad, more like a mission statement, not anything different than TPL is already doing, and/or too hard to measure. Susan provided full copies of the LRP and she and some board members noted a number of the action items have been accomplished; other items are less specific and measurable. Other concerns with the current plan include the somewhat confusing formatting and the disconnect between the goals and the objectives. The hope is that the board can revise or update the current plan instead of starting completely from scratch.

6) **Upcoming Events.** Please attend what you can.

Music in March, Saturdays at 1PM

3/22, 6PM, BOS/FC Joint Review meeting. Megan said she would be there.

4/6, 6:30PM, Friends Annual Meeting with Carol Birch—adult storyteller

4/8, 1-3PM, Joy of Lens Photo Reception and Awards. Jen said she would be there.

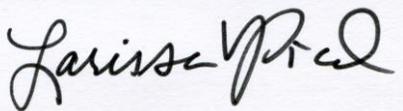
4/13, 7PM, Public Hearing on Town Meeting and Budget

5/17, 7PM, Town Meeting

7) **Next Meeting:** Wednesday, April 19, 2017, 7:00PM.

- 8) **Adjournment** at 8:05PM. Megan made a motion to adjourn the meeting, Anne seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

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

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:00PM.
Present: Joe Trafton, Jerry Davis, Jennifer Ecker, Anne Eustis, Teri Schultz, Director Susan Preece. Absent: Megan Theriault, Larissa Vigue Picard, Sally Von Benken, Irene Martin.
- 2) **Consent Agenda.** The Board then reviewed the Consent Agenda, which included the Minutes of March 15, 2017 Business Meeting, Development Committee Report, Finance Committee Report, Governance Committee Report, and the Friends Report. Jerry noted that in the Development Activity Report “Tom Santospagos” should have been spelled “Tom Santospago”. Anne made a motion to accept the minutes, Jerry seconded, and the motion passed unanimously.
- 3) **Director’s Report.** Susan highlighted the following items from her written report.
 - Noted that we don’t shut down the Wi-Fi at 8pm as she had mentioned at our last meeting.
 - Carol Birch was unable to attend The Friends annual meeting, but will be at July “staycation” event.
 - No new news on state or federal legislation.
 - Mariah was very grateful that she was able to go to a literacy conference, and found it very helpful.
 - Larry asked why the literacy room use was down by half. Susan thought it was a calculation issue, and will be remedied when she includes the AARP tax help usage.
- 4) **Old Business:**
 - a) **Painting Estimates.** Finance committee looked at painting estimates, and recommended that we wait until the next fiscal year, so we can take advantage of the proposed \$10,000 capital item which is included in the town warrant for repairs. Susan also talked about grant potential with the town for LED lights. She will keep us informed on the grant. The recommendation for painting contractor was Skill-in Painting Inc. Anne made a motion to accept the recommendation, Jerry seconded, and the motion passed unanimously.
 - b) **AV Estimates.** AV Systems of Maine LLC came highly recommended, and seemed more comprehensive. As a result they are the recommended contractor for the job. Larry asked about whether we were getting a replacement screen. Susan explained we are keeping the old one, and having a new one put on the other end of the room, so that it doesn’t block a window. Jerry made a motion to accept the recommendation, Teri seconded, and the motion passed unanimously.
 - c) **Request for Candidates.** Advertising for board positions has been put on the website, in The Cryer, and will be in the Times Record next week. Have already had some interest. Teri asked how many positions we were looking to fill, and Susan explained that it will be up to Governance, but could be up to four. Interviews should be the first week of June.

5) **New Business:**

a) **Bylaw Revision for Annual Meeting.** After realizing we had no mechanism for the board to appointment someone to fill an interim or existing term we had made a minor adjustment to the bylaws. It was then realized that there was a section that had covered that, but it had been accidentally removed during our last review of the document. It was debated whether we needed to add in the old section, as the previous adjustment covered the contingency. Larry thought it was redundant, but fine to add back in. Anne made a motion that we add Section F article II back into the bylaws, Teri seconded, and the motion passed unanimously. The bylaw addition will be added to the agenda for the Annual Meeting, July 19, 2017.

6) **Upcoming Events.** Please attend what you can.

Fri. Apr. 21	10am-12pm	Big Truck Day
Wed. May 17	7pm	Town Meeting
Sat. May 20	1pm	West Garden Tea

7) **Next Meeting:** Wednesday, May 24, 2017, 7:00PM.

8) **Adjournment** at 7:22PM. Jerry made a motion to adjourn the meeting, Anne seconded, and the motion passed unanimously.

Respectfully submitted,



Jennifer Ecker
Vice President

**Topsham Public Library
Board of Trustees Business Meeting
Wednesday, May 24, 2017
Minutes**

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:00PM. Present: Jennifer Ecker, Anne Eustis, Irene Martin, Teri Schultz, Larissa Vigue Picard, Megan Theriault, Sally Von Benken, Director Susan Preece. Absent: Jerry Davis.
- 2) **Consent Agenda.** A request was made to remove the Minutes of April 19, 2017, from the Consent Agenda. The Board then reviewed the Consent Agenda, which included the Development Committee Report, Finance Committee Report, and Governance Committee Report. Sally made a motion to accept the Consent Agenda, Anne seconded, and the motion passed unanimously. Sally then said that the April minutes showed she was present when she was absent. However, the minutes did accurately reflect that she was absent. Anne made a motion to accept the Minutes of April 19, 2017 as written, Teri seconded, and the motion passed unanimously.
- 3) **Director's Report.** Susan noted the following items.
 - The dedication of the West Garden Patio went very well. About 45 people attended. Ruth Bouchard Klein was thrilled with the event and followed up with a thank-you note and check for \$500. She said she really felt like a part of the community and especially appreciated Larry's remarks.
 - A new sub, Kat Campbell, has been hired to take over if someone is ill or to cover staff vacations.
 - A local Girl Scouts troop asked to do a volunteer project and will be helping with gardening.
 - The library is adopting the Project Outcome model to evaluate programs. Project Outcome is an initiative that was developed by the Public Library Association (PLA) in 2015. PLA surveyed its members to see how best libraries can prove they're doing a good job, and how impact can best be measured. From that survey, PLA developed a survey tool focusing on seven areas of library use. TPL is one of the first libraries in Maine to be interested in the program. Initially, the questions in the survey tool were somewhat slanted or leading. A new and improved version came out in May and Susan went to a training on May 12. TPL will start this year by surveying Summer Reading participants, including teens and children, and their caregivers. All participating libraries use the same questions, and data will be collected across the country and Canada.
- 4) **Old Business:**
 - a) **Long Range Plan with Sue McLeod.** Sue McLeod, who facilitated the board retreat in January, led a discussion about how best to move the Long Range Plan forward, ideally by weaving the outcomes of the January retreat into the pre-existing LRP.

She first defined the terms Mission, Vision, Goals, Strategy, Objective, and Actions to make sure the board was comfortable with these standard parts of a strategic or long range plan. The board agreed that they would focus on goals, strategies, objectives, and actions specifically; TPL already has a Mission statement and may or may not adopt a vision statement at some future point.

Sue then said she and Larry had decided to start by using one of the three major outcome items from the retreat—Community Outreach—as an example to map out the related goals, strategies, objectives, and action items. The board would then ideally be able to work through the other two retreat outcome items—the Volunteer program and facility/space needs—independently using this same model.

The board discussed the concept of Community Outreach at length, but found it challenging to pin down the details as Community Outreach is such a large and somewhat amorphous topic. Eventually, the board identified the following:

- Goal: Serve the maximum number of Topsham residents with the best programs and services possible.
- Strategies: Prove our effectiveness to town and funders; Have a neutral meeting space to accommodate community conversations.
- Objective: Assess effectiveness of summer reading, book groups, story times during the 2017-2018 year.
- Action Item: Use surveys based on Project Outcome methodology.

The board then decided to switch to talking about a more concrete outcome item from the retreat—improving the Volunteer program, and arrived at the following:

- Goal: Draw more people into the library community.
- Strategies: Gain volunteers, use them in more/better ways, increase supervisory time.
- Objectives: Community engagement; improve staffing resources; increase programming opportunities; improve development and funding sources.
The reasons for these objectives include: Freeing up the staff for other tasks, promoting volunteerism in the community, connecting the library to its constituents, drawing on a variety of strengths/skills from the community, saving money, using expertise the staff doesn't have, impressing funders, potentially grooming future staff members
- Actions (per objective): Would include various “To Dos” regarding how to improve and run the volunteer program. This category should be left to the staff to flesh out.

Finally, the board discussed the issue of board vs. staff roles, noting that the board should remain focused on higher level aspects of running the organization, while staff is responsible for running the library day to day and developing action items for the long range plan. The long range plan holds both staff and board accountable.

Sue asked what the board learned during this discussion process. Most felt that talking about a more concrete issue (Volunteer Program) was easier than the more abstract concept (Community Outreach).

Next month the board will discuss the next steps in refining the long range plan, and the expectations of new board members coming into the process. It was recommended to create a long range plan working group to do the actual redrafting of the current document. Susan said she would send out an email to the board asking for volunteers for this group.

5) **New Business:**

- a) Governance will be doing candidate interviews in the coming weeks for three open trustee seats.

6) **Upcoming Events.**

May 31—Ed McCartan Artist Talk: 6PM

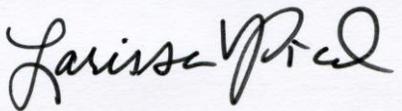
June 10—Volunteer Recruitment Session: 10AM-12 Noon.

June 17—Fishing Rally: 8-11AM; Summer Reading begins!

7) **Next Meeting:** Wednesday, June 21, 2017, 7:00PM.

- 8) **Adjournment** at 8:52PM. Anne made a motion to adjourn the meeting, Joe seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, June 21, 2017
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:05PM. Present: Jennifer Ecker, Anne Eustis, Irene Martin, Teri Schultz, Larissa Vigue Picard, Megan Therriault, Joe Trafton, Sally Von Benken, Director Susan Preece. Absent: Jerry Davis.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the May 24, 2017 Business Meeting, the Finance Committee Report, the Friends Report, and the Governance Committee Report. Anne made a motion to accept the Consent Agenda, Teri seconded, and the motion passed unanimously.
- 3) **Development Committee Report.** The committee has been working on two initiatives for which flyers were included in the packet: an “Honor Someone with a Book” fundraiser, which invites people to purchase a book for the collection in someone else’s name, and the promotion of TPL as a wedding venue.

There was a short discussion about the wedding venue concept. Susan explained that there would be different prices for residents and non-residents and that the goal is to have 10 events per summer to raise approximately \$9,000. Sharon and Susan will be the main liaisons with the wedding party and will hire an on-site person for the event as needed, possibly using TPL’s current on-call substitute. Alcohol will not be allowed, though an interested party could approach the town for permission. Not all Development Committee members feel that offering the library as a wedding venue is a good idea, but others feel it has the potential to be a special event place and bring in some revenue.

Susan also mentioned that TPL reached its fundraising goal of \$65,000, boosted to \$72,000 from the Friends. She also mentioned TPL received \$5,200 from the investment accounts.

- 4) **Director’s Report.** Susan noted the following items.
 - The Governor’s veto of LD256: *An Act To Ensure Continued Availability of High-speed Broadband Internet at Maine's Schools and Libraries* was overridden in the House and Senate. The Senate was 33-1. There was significant support from the Maine chapter of the ALA. Susan sent an email to all Maine senators from the library to explain that this is not a political issue but an access issue. It becomes law in 90 days and funding will be secure for at least a year.
 - Brian Stockdale, the fire chief, is leaving Topsham and going to Lewiston. His last day is in mid-July.
 - There are about 48-50 ceiling tiles that need replacing. They will have to be purchased because the excess tiles the town owns are not the same kind of tiles. Public Works will help put them up.

- The gazebo has been repaired, but will probably only last another five years given the quality of its construction, which uses heavy duty staples instead of nails.
- The new audio system and screen has been installed in the community room. The screen is on the opposite side of the room. Staff will be in charge of prepping the system for outside groups. The old projector can be used in the conference room.
- TPL received a Dollar General grant to provide Bowdoin and Bowdoinham students with library cards for the summer.

5) **Old Business:**

- By-law changes.** The Governance Committee recommended revising the bylaws to allow for additional board members, including a student board member. There was a brief discussion about the need for a student board member, as opposed to simply having a student committee overseen by Cyndi. It was agreed that having a teenager on the board would elevate the importance of that age group to the library, and draw in more young people. All agreed the student board member should be a non-voting member. Revisions to the proposed changes included E. Resignation: changing the word “shall” in the final line to “may” and H. Student Board Member: changed the phrase “ex officio seat” to “non-voting member” in the first line. Teri made a motion to accept the bylaws as amended, Anne second, and the motion passed unanimously.
- Long Range Plan Committee:** Larry, Anne, Jennifer, and Susan will comprise the LRP committee. The goal is to finish the LRP revision by August or September and present it to the Selectboard soon thereafter. The question of including a new board member on the committee was posed. Most board members felt it wasn’t practical to bring on a new board member when they are just learning about the organization.

6) **New Business:**

- Student Board Member.** Cyndi recommended Owen Yabsiri to the Nominating Committee; Owen has volunteered for the library. He is interested and his application was included in the packet. Governance and Nominating will interview him. He may be asked to attend the September meeting.
- Appointment of Hahna Patterson to fill the term vacated by Bruce Kingdon.** Anne made the recommendation on behalf of the Governance Committee. Joe made the motion, Teri seconded, and the motion passed unanimously.
- Nomination/Slate of Officers FY18.** On behalf of the Governance Committee, Anne made a motion to approve the following candidates for terms ending in 2020: Jim Demosthenes, Diane Hender, and Anne Macri for first terms, and Anne Eustis and Larry Fitch for second terms. Larry thanked Joe, Jerry, and Susan for their good work generating strong candidates. Teri seconded the motion and it passed unanimously. Anne then made a motion to approve the following Slate of Officers: Larry Fitch, president; Jennifer Ecker, vice president; Irene Martin, treasurer; Larissa Vigue Picard, secretary. Teri seconded the motion and it passed unanimously.
- FY17 Review with Board of Selectmen in August (MOU).** Susan will let the board know when this meeting, at which she reviews the TPL highlights of the year, will take place.

- 7) **Board Recognition:** The board thanked Teri Schultz for her service, as her second term is up as of the annual meeting. She was given a framed certificate and all enjoyed cake in her honor. Thank you, Teri!
- 8) **Upcoming Events.** Saturday, July 29 is Staycation!
- 9) **Next Meeting:** Wednesday, July 19, 2017-Annual Meeting followed by Business Meeting.
- 10) **Adjournment** at 7:58PM. Teri made a motion to adjourn the meeting, Anne seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larissa Vigue Picard", written in a cursive style. The signature is placed on a light-colored rectangular background.

Larissa Vigue Picard
Secretary

**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.

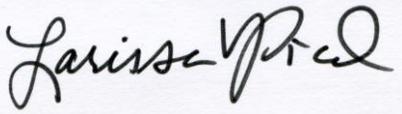
6) **New Business:**

- 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, flowing style. The first name "Larissa" is written in a larger, more prominent script, followed by "Vigue" and "Picard" in a similar but slightly smaller script. The signature is positioned above a light blue rectangular stamp or watermark.

Larissa Vigue Picard,
Secretary

**Topsham Public Library
Minutes of the Annual Meeting
Wednesday, July 19, 2017**

1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:01PM. Present: Larry Fitch, Jennifer Ecker, Anne Eustis, Joe Trafton, Sally Von Benken, Irene Martin, Jerry Davis, Hahna Patterson, Director Susan Preece. Absent: Larissa Vigue Picard, Megan Therriault, and Teri Schultz.

2) **Minutes of the FY17 Annual Meeting.** The Minutes of the FY17 Annual Meeting, July 20, 2016, were reviewed. Anne Eustis made a motion to accept the Minutes as presented, Joe seconded, and the motion passed unanimously.

3) **Election for open Board seats; term ending July, 2020**

- a) Jim Demosthenes (1st term)
- b) Anne Eustis (2nd term)
- c) Larry Fitch (2nd term)
- d) Diane Hender (1st term)
- e) Anne Macri (1st term)

Anne Eustis moved that the slate of candidates be accepted, Jerry seconded. The motion passed unanimously.

4) **Election for Board Officials for Fiscal Year 2017-2018**

- a) President: Larry Fitch
- b) Vice President: Jennifer Ecker
- c) Secretary: Larissa Vigue Picard
- d) Treasurer: Irene Martin

Anne Eustis made a motion to accept the slate of officers, Jerry seconded, and the motion to accept the slate passed unanimously.

5) **Bylaw Revision.** Joe suggested we vote on them as one package, but asked for a brief explanation of the revisions. Larry gave an overview. They were to address adding a student board member, adding back in a section that was omitted by error, and adding in the ability for the President to appoint members to committees and chair positions. Sally made a motion to accept the revisions, Joe seconded. The revisions passed unanimously.

6) **Recognition of Board Accomplishments.** Larry thanked the board and staff for a great year. Susan talked about some of the accomplishments for FY17 which included organization and staff, financial/development, policy, facilities, materials/services, and community outreach and PR highlights.

7) **Comments from the Trustees.** There were no other comments from trustees.

8) **Comments from Members of the Public.** Friends of the Topsham Public Library President Erin Scott thanked the library. A member of the public said he just moved to Topsham and wanted to comment on how great the library is, that he liked our charter as outlined on the website, and that the board is adding a student member.

9) **Adjournment** at 7:17PM. Joe made a motion to adjourn the meeting, Anne Eustis 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