

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, December 20, 2017
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:00PM.
Present: Jim Demosthenes, Jen Ecker, Anne Eustis, Diane Hender, Anne Macri, Irene Martin, Hahna Patterson, Larissa Vigue Picard, Megan Therriault, Joe Trafton, Sally Von Benken, Owen Yabsira, Director Susan Preece. Absent: Jerry Davis.
- 2) **Consent Agenda.** Larry requested that the Governance Committee report be removed from the Consent Agenda. The Board then reviewed the Consent Agenda, which included the Minutes of the November 15, 2017 Business Meeting, Development Committee Report, Facilities Committee Report, Finance Committee Report, Governance Committee Report, and Friends Report. Anne Eustis made a motion to accept the Consent Agenda without the Governance Report, Diane Hender seconded, and the motion passed unanimously.
- 3) **Adult Services: Emma Gibbon.** Emma spoke to the trustees about her role as Adult Services Librarian. Her lively slideshow presentation about “What’s Hot and What’s Not” featured 2017’s most popular titles/authors in several different categories, along with those that have fallen off the radar. She also discussed which adult programs were most popular in 2017, which types of programming are no longer trendy, and shared some examples of programs that may not have a high attendance but that are still valuable in terms of content and the connections they make between attendees. The board thanked Emma for her presentation and her service to the library.
- 4) **Director’s Report.** Susan highlighted the following, in addition to her written report.
 - The handicap doors have been repaired at a cost of \$400, a bill that will be submitted to the town.
 - Joe and Susan are meeting with Rich Roedner on December 28 about various building issues and how the library and town can work together on them.
 - A draft of a revised personnel policy, put together by the Governance Committee, was included in the packet for board review.
 - The Santa programs went very well, with high attendance (e.g. 80 people on a Wednesday morning). Mariah has created a series of activities so that there are things to do for the kids while they are waiting to see Santa. She also has them sing a song when Santa arrives. Pam Leduc, the head of the Topsham Recreation Department commented to Susan that the event is extremely well done. Parents say they really appreciate that it’s a Santa program focused on reading, and not held in a store.
 - The Comprehensive Planning Committee will be holding meetings over the next few months; she and Larry encouraged people to attend. Larry said there are not too many surprises in the initial data the committee has produced, which focuses mainly on housing and population demographics in the town. The cost of housing has begun to outpace the ability of residents to pay.

- The first phase of interior painting will take place January 5-15 in the community room and gallery. The library will stay open during that time but will then close January 30-February 5 so the rest of interior can be painted. Owen asked how paint colors are chosen, expressing the hope that a new, more neutral, color would be chosen for the teen room. Susan said that was the plan.
- There have been several patron behavior/mental health issues recently, which has been somewhat burdensome for the staff. In one case, the police had to be called in. The situation was diffused but these issues seem to be increasing.

5) **New Business:**

- a) **990 Form Vote.** Irene reviewed the Federal 990 form. Anne made a motion to accept the 990, Joe seconded the motion, and it passed unanimously.
- b) **Development Committee Report.** Diane explained that the Committee is struggling with only four members, two of whom are not board members, and there is still no Development Coordinator. The goal to raise this year is \$66,000, which is going to be very difficult without the support of the full board. There are four areas the Development Committee would like board members to help with: 1) providing knowledge of and connections to individuals and to the business community, 2) developing an “elevator speech” about TPL that can be used with friends and community members, 3) attending one or more sessions about planned giving, and 4) attending library and community networking events. Susan noted that an ad would again be placed for a Development Coordinator since the original search had not yielded viable candidates.

Facilities Report. Joe noted that the library was looking at having a building/space assessment added to the Town’s Capital Improvement Plan for approximately \$30,000.

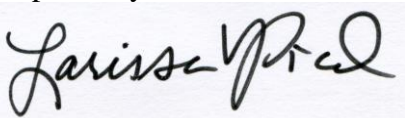
6) **Next meeting dates:** Jan. 17, Feb. 28, Mar. 28.

7) **Upcoming Events:**

Monday, February 26, 6PM: Department Reviews—Library
 Wednesday, March 21, 6PM: BoS/FC Joint Review Meeting
 Thursday, April 12, 7PM: Public Hearing on Town Meeting Warrant and Budget
 Wednesday, May 16, 7PM: Town Meeting

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

Respectfully submitted,



Larissa Vigue Picard
 Secretary