

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, January 24, 2018
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 6:59PM.
Present: Jen Ecker, Anne Eustis, Diane Hender, Anne Macri, Irene Martin, Larissa Vigue Picard, Megan Therriault, Joe Trafton, Sally Von Benken, Owen Yabsira, Director Susan Preece. Absent: Jerry Davis, Jim Demosthenes, Hahna Patterson.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the December 20, 2017 Business Meeting, Development Committee Report, Finance Committee Report, and Governance Committee Report. Joe Trafton made a motion to accept the Consent Agenda, Anne Eustis seconded, and the motion passed unanimously.
- 3) **Director's Report.** Susan highlighted the following, in addition to her written report.
 - Painting has been done in the community room and gallery. Susan is very pleased with the quality of the work. Next week the library will be closed so that the main section can be done.
 - Susan, Rich Roedner, Joe Trafton, and Cyndi Burne have had very productive discussions about various facilities issues.
 - Susan has spoken with Dave Douglass about plans for taking out some of the pine trees and planting cedars.
 - We have received the liquor license for the Whitten event.
 - Barbara Hawkes has been hired as the new Development Coordinator; Susan is very pleased with her so far. Irene knew Barbara and recommended she apply. Barbara has a broad background in development. Susan is working on finding a new office space for her. Barbara is working Tuesday, Wednesday, and Thursday mornings right now.
 - The draft personnel policy has gone to the staff; it will be discussed at a staff meeting the week of January 29.
 - Joy of Art is this weekend; it's the 10th year. Curt Neufeld, board chair at the time it was started, will be coming, and Susan will get flowers to Connie. The reception is from 1-3PM, with the awards at 2PM. Susan asked that board members come if they can. There is also a preschool fair in morning with a large number of preschools participating.
 - The Love Your Library event is February 17 from 10-11:30. Diane asked that board members attend and talk with other attendees about the library.
 - There have been a few parking lot issues because of the weather, but nothing too problematic.
- 4) **New Business:**
 - a) **FY 17 Audit Approval.** Irene reviewed the audit draft. She noted that there were no "significant audit findings," which is good. The auditor regularly recommends that the board remain engaged in the library's finances since the size of the staff precludes more

separation of duties. We've used the same audit company for 13 years. Irene reviewed Exhibit A: Statement of Financial Position (Balance Sheet), Exhibit B: Statement of Activities, Exhibit C: Statement of Cash Flows, Notes, and Schedule I. Anne Eustis made a motion to approve the FY17 Audit, Megan seconded, and the motion passed unanimously.

- b) **Investment Policy Approval.** Susan said the Finance Committee has reviewed and recommended several small wording changes to the policy. Diane made a motion to approve the policy changes, Anne Macri seconded, and the motion passed unanimously.
- c) **Budget Presentation FY19, Feb. 26.** Susan reviewed the presentation that will be given to the Selectboard and town Finance Committee. Every town department was given a slideshow template so that departments can give comparable presentations. Board members encouraged Susan to show the considerable increase in volunteers from last year. There was some discussion regarding the capital expenditure of the HVAC/boiler, which has reached the end of its useful (15-year) life. It has needed some repairs. Rich is intending to set aside funds in the next several budgets to cover the \$200,000 estimated cost.

5) **Next meeting dates:** Feb. 28, Mar. 28, Apr. 25

6) **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

Susan reviewed the purpose and plan for the Whitten Event, and talked a bit about Don Sanders, the awardee, and the national recognition for the Bus Book Bag program. She encouraged board members to attend.

- 7) **Adjournment** at 7:54PM. Anne Macri made a motion to adjourn the meeting, Anne Eustis seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary