

**Topsham Public Library
Board of Trustees Business Meeting
Wednesday, June 20, 2018
Minutes**

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:01PM. Present: Jim Demosthenes, Jen Ecker, Anne Eustis, Diane Hender, Anne Macri, Hahna Patterson, Larissa Vigue Picard, Megan Therriault, Joe Trafton, Sally Von Benken, Owen Yabsira, Director Susan Preece. Absent: Jerry Davis, Irene Martin. Guest: Tori Ryan.

Larry thanked Sally for her service on the board as she will not be in attendance at the July meeting, and her term is over as of that meeting.

- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the May 23, 2018 Business Meeting, Development Committee Report, and Friends Report. Anne Eustis made a motion to accept the Consent Agenda, Diane Hender seconded, and the motion passed unanimously.

- 3) **Director's Report.** Susan highlighted the following, in addition to her written report.

- A fire drill took place on June 14, which was a surprise for the patrons and most of the staff. Only two staff members were aware of it previously. It went very smoothly.
- TPL has received its annual disbursement from Maine Community Foundation.
- TPL was among the finalists for the Random House innovation grant.
- We should learn soon if the library is receiving the Davis Family Foundation grant, and there is one other outstanding grant that we'll hear about later in the month.
- Barbara Hawkes has extended her time until June 29 and will be able to consult on a limited basis thereafter. Development has been working on a calendar of activities. Barbara has created a lot of good connections.

- 4) **Finance Committee Report**

- a) **FY19 Budget for TPL: VOTE.** In Irene's absence, Megan gave the report. Items of note include the balance sheet, showing balanced assets and liabilities/equity. The bequest has come in and so the checking account is considerably higher. From a profit and loss perspective, the net is up from last year but that's a result of the bequest.

The FY19 draft budget included in the packet is the same in terms of total dollars as what was presented to the town. The town approved its portion of the budget at Town Meeting. The board now has to vote on the TPL portion of the budget. At its recent committee meeting, Finance discussed shifting some income figures around, which are included in the draft budget. Last year, the Grants line item (4520) was \$20,000, but as we only were able to bring in \$5,000, Finance asked Susan to decrease that income line down to \$5,000 for FY19. Miscellaneous Income, which includes the Maine Community Foundation disbursement, should be about double next year because of the bequest funds.

There was a brief discussion about the \$79,320 contribution line and whether TPL could reasonably raise that in FY19. The total budget is \$114,570, which is what we told selectmen we would raise. If we don't raise it, we'll have to cut back during the year. Jim said that \$15,000 may even be a little low on the investment return, so that may offset any funds we aren't able to raise from the Business Roundtable, which is ambitious.

Megan asked if we can use any funds not expended on the development coordinator (while the position is unfilled) for other purposes. Susan explained that we can't because that is town money and can only be used for payroll and benefits. Joe made a motion to accept the FY19 budget as presented, Anne Macri seconded, and the motion passed unanimously.

5) **Old Business:**

- a) **Survey Subcommittee: Non-user survey.** Anne Macri presented the draft survey created by the Survey Subcommittee, explaining that the target audience is the approximately 3,000 Topsham residents who own property but do not hold library cards. The two-sided card will be sent in an envelope with a self-addressed stamped envelope for return. The survey will be sent sometime between September 15 and October 15. As an incentive, responders can enter a drawing for one of ten \$25 Target gift cards. The committee discussed a number of different types of questions designed to look at impediments to using the library and what might be potential incentives for people to use the library. The committee also wanted to keep the survey as simple as possible. Included in the packet was a quote for a little more than \$1,000 from High Point Graphics (not including postage) for the design and printing of the card. Questions can be repurposed for a future survey (perhaps in the spring) for current library users. Tori Ryan, who sits on the subcommittee, and has experience with program evaluation, recommended keeping the data separate for the two groups. She said that people already engaged in the library would be more likely to tackle in-depth questions. She said there are good pre-existing surveys for library patrons, such as those created by the Pew Research Center.
- b) **Annual Meeting Refreshments.** Larissa will send an email to board members about bringing refreshments to the annual meeting.
- c) **Bylaw Change: VOTE.** Larry reminded the board about the discussion at the May meeting about having flexibility to move the annual meeting, especially next year in order to celebrate the library's 15th anniversary in June. This requires a change in the bylaws under III, A, 1, a) to "The annual meeting of the Corporation shall be held in June or July." Diane made a motion to revise the bylaws as noted, Anne Eustis seconded, and the motion passed unanimously.

6) **New Business:**

- a) **Board Candidates—Recommendation from Governance Committee: VOTE.** Anne Eustis said there were several strong candidates for board seats and the committee had engaged in considerable discussion to decide who to recommend for new seats. Anne

made a motion to accept the Governance Committee's following slate of nominees: Kevin Curnin and Helen Kincaid for new seats; Hahna Patterson for his first term (after finishing the remainder of Bruce Kingdon's term); Joe Trafton for his second term. Diane seconded, and the motion passed unanimously.

Anne said the other candidates who applied were also very good and should be encouraged to serve on a committee, and then apply again to the board next year.

Anne then made a motion to accept the Governance Committee's following slate of officers: President, Larry Fitch; Vice President: Diane Hender; Secretary: Jen Ecker; Irene Martin: Treasurer. Larissa seconded, and the motion passed unanimously.

Joe asked if the public comes to the annual meeting, can they vote? Larry said, yes, they can vote as residents of Topsham.

- 7) **Executive Session: Consideration to enter Executive Session pursuant to MRSA Section 405; (6) (e): VOTE.** Anne Macri made a motion to go into Executive Session, Anne Eustis seconded, and the motion passed unanimously. Anne Eustis made a motion to leave Executive Session, Diane seconded, and the motion passed unanimously.
- 8) **Next meeting dates:** July 18 (Annual Meeting)
- 9) **Upcoming Events:**

June 23: Comprehensive Plan Event, 1-4PM. Larry said that, from 12-1, people can bring picnics to the library and there will be an ice cream social. The formal presentation begins at 1PM.
- 10) **Adjournment** at 8:15PM. Jen made a motion to adjourn the meeting, Anne Eustis seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary