

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, May 23, 2018
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:02PM. Present: Jerry Davis, Jen Ecker, Anne Eustis, Diane Hender, Anne Macri, Irene Martin, Hahna Patterson, Larissa Vigue Picard, Joe Trafton, Sally Von Benken, Director Susan Preece. Absent: Jim Demosthenes, Megan Therriault, Owen Yabsira.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the April 25, 2018 Business Meeting, Development Committee Report, Finance Committee Report, Friends Report, and Governance Committee 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.
 - Susan received a letter of resignation from Barbara Hawkes, the development coordinator, as her family is moving back to Florida. We are all sad to see her go when she has accomplished so much in a short span of time.
 - Susan took the trustees on a walk through the gardens to give everyone a better sense of the landscaping and any issues that might be on the horizon. The gazebo, for example, was put in shortly after the library was built and may need some repairs soon.
 - We received the okay from the town for \$3,000 worth of repairs to the HVAC system (in addition to the \$8000 already spent). Susan would like it to be done by June 2 in time for the party that is happening at TPL after the Head of Tide Park dedication if possible.
 - Susan received an email about the Davis Family Foundation grant, which will be decided by June 20. We asked for \$16,000. Several other grant proposals have been submitted.
 - TPL received an unexpected \$3000 last week from a patron. This week, \$5000 came in from Highland Green. They are at the highest level of the Business Roundtable. Susan hopes to end the month with another \$3000, from Lee Toyota. This all helps counteract the current shortfall.
 - We are receiving an additional \$214 from the Solomon Fund. Susan has a meeting on June 6 with attorneys and other organizations that are beneficiaries of that trust.
 - Summer Reading begins on June 1; the theme is "Libraries Rock."
 - Town Meeting went well.
 - A patron commented recently that the library is friendly, workable, accommodating. That person said he/she is working with an investment planner to provide some funding.
 - Staff is overloaded with school visits; TPL needs more assistance from MSAD 75. We may have \$1000 from Lee Toyota to put toward cards for SAD 75 kids. Lee Toyota has also offered to provide staffing for events.

4) **Old Business:**

- a) **Survey Subcommittee.** Anne Macri noted that the committee has been meeting and is close to finalizing a draft survey to be sent to non-library users. The draft will be provided to the board at the July meeting, and the survey will be sent in the fall.
- b) **Annual Meeting: Date Change for Bylaws.** In order to have a June annual meeting in 2019, we will have to revise the bylaws, which currently says, “The annual meeting of the Corporation shall be held in July.” We will vote on this at this year’s annual meeting.
- c) **Update on Gardens and Trees.** (See second bullet of Susan’s director’s report.)

5) **New Business:**

- a) **Discussion of bequest from Janice Soloman.**
 - i. **Public Announcement?** The board discussed when and how to more publicly announce the generous gift from Janice Solomon. The decision was to hold off on a full announcement until Susan has more information following an upcoming meeting with the estate’s attorneys and other beneficiaries. The Development Committee recommends that the announcement be tied in with the introduction of a legacy giving program. However, we should let the Board of Selectmen know soon even if we aren’t going to do a major public announcement yet. For recognition, we could create a named fund. We could also do something visual to memorialize the gift—e.g. plant a tree with plaque on it.
 - ii. **Disposition of Funds (Finance recommendation).** The Finance Committee recommended that \$30,000 of the bequest be used to cover existing deficits in the unrestricted part of the checking account, with the remainder going into the endowment with the eventual goal of creating a \$1 million endowment fund. Larry asked for a motion to accept the Finance Committee’s recommendation. Anne Eustis made a motion, Jen seconded. There was considerable discussion to follow. Concerns raised included what might happen if we don’t add \$30,000 to the checking account; some felt cash flow would continue to be a problem; others felt that was a more temporary issue.

With regard to cash flow generally, Irene explained that things have been tighter for the last three years since the library took over more of the budget from the town. Susan added that, over the early years on Foreside Road, significant library funds went into things like the HVAC system that were the result of post-construction issues. Also, early on, the annual appeal was supposed to be solely for “extra” things, back when the town paid all the basic expenses of the library. When we went to the town a few years back to ask them to increase salaries and benefits, we said we’d take over some expenses temporarily, but “temporarily” has turned into 4-5 years. We

need to discuss with the town subcommittee (Finance, BOS, and TPL) what level of support for library services overall should be included in the town budget requests.

Some felt that \$30,000 seemed like a randomly arrived at number, and perhaps on the high side—that a smaller amount might be adequate. Susan said the Finance Committee envisioned \$25,000 to sit in the unrestricted portion, with another \$5000 to be able to finish out the year and purchase supplies, books, pay contracts, etc.

Several people were uncomfortable with how it might look to receive a large bequest and immediately take \$30,000 of it out to put in the checkbook. Instead, the suggestion was made to put all of the Solomon bequest toward the endowment, and take \$15,000 or \$20,000 out of our regular Maine Community Foundation funds to cover our shortfall.

The original motion was withdrawn. Anne Macri made a motion that the board take \$20,000 out of the MCF funds and place it into the unrestricted portion of the checking account before the end of the fiscal year, Joe seconded, and the motion passed unanimously.

Diane then made a motion to move the Soloman bequest from the checking account, and any additional amounts from that bequest, into the MCH investment account and create a separate endowment fund; Jerry seconded, and the motion passed unanimously.

b) **Meeting with Selectmen per MOU.** It's time to report to the Selectmen as per long range plan. Susan will prepare a presentation similar to those done in previous years.

6) **Next meeting dates:** June 20, July 18 (Annual Meeting)

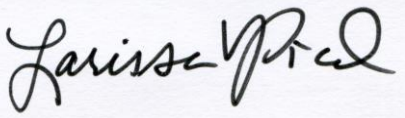
7) **Upcoming Events:**

June 2: Fishing Derby, 8-11AM
Head of Tide Park Event, all day

June 23: Comprehensive Plan Event, 1-4PM

8) **Adjournment** at 8:38PM. Larissa Vigue Picard made a motion to adjourn the meeting, Jen Ecker seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary