

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

1. Call to Order: The meeting was called to order by Larry Fitch, President, at 7:18PM. Present: Jennifer Ecker, Anne Eustis, Irene Martin, Joe Trafton, Sally Von Benken, Larry Fitch, Jerry Davis, Hahna Patterson, Jim Demosthenes, Anne Macri, Director Susan Preece. Absent: Larissa Vigue Picard, Teri Schultz, Diane Hender, and Megan Therriault.
2. Consent Agenda. The Board reviewed the Consent Agenda, which included the Minutes of June 21, 2017 Board meeting, Development Committee Report, Finance Committee Report, and the Governance Committee Report. Joe suggested we explain the consent agenda process to the new board members, and Larry gave an overview. Sally made a motion to approve the Consent Agenda, Anne Eustis seconded the motion; the motion passed unanimously.
3. Directors Report. Susan passed out an article from Mariah Sewall on slj.com about storytime. Susan circulated the volunteer hour sheet. She also pointed out that the upcoming September 20th meeting date was changed to September 13th. Board appointments and contact information were also passed out. Susan said she got a bid from Skillin for painting the building. She would like to close library for a week so they can put up scaffolding to paint the main interior section of the library. The dates suggested to close were January 28, 2018 to February 5th, 2018. Joe asked what would happen to staff while the library was closed. Susan said staff would still work even though the library was closed. Activities would include moving books, and other work out back. She also would do safety training and staff development during the closure. Susan went over volunteer hours, and explained that on average volunteers give 47 hours per week. Sally asked how many people volunteer, and Susan estimated in the 100 people range. Susan talked about some patrons having issues with Cloud Library, but expects checkouts to pick up as it gets ironed out. Susan attended the Minerva Executive Board meeting, and explained there were some overlap material licensing issues during the transition from Overdrive to Cloud Library. Larry asked about drop-off due to Cloud Library device restrictions. **Susan didn't think it was significant,** but acknowledged there were some issues. Sally asked for an explanation on the differences between the services, and Susan recapped the decision the Maine InfoNet made to transition from Overdrive to Cloud Library.

4. Old Business.

- a. FY18 review with the Board of Selectmen in August (MOU).
Susan will be attending the Board of Selectmen meeting on August 3rd at 7pm. She will do a small presentation on library activities and accomplishments from this year. Susan briefly overviewed the memorandum of understanding (MOU) with the Town of Topsham for new board members.
- b. Long Range Plan Draft. Larry gave an overview of the long range plan to date. The long range plan sub-committee presented a draft for discussion. Some goals were reworded from the original plan, and new objectives and strategies were added to each goal. Sally had a question about goal wording to make sure it acknowledged that we are continuing to fulfill the ongoing mission. Larry agreed, and explained that goals will probably not change much, but over time the objectives and strategies will. Susan said the staff was happy with it, and they had added specific activities around strategies. Susan said she felt it was very close to done, and if she could get approval she could take it to the meeting with the Board of Selectmen. Larry asked that there be some target dates on activities, but that we could vote on it as is, and Susan could add in some dates for activities after. Joe made a motion to approve the revised long range plan, Anne Eustis seconded the motion; the motion passed unanimously.

5. New Business.

- a. Student board member. Susan noted the Governance report that outlined the process for appointing a student board member. There is a student interested, and they will meet with Governance in August. It is expected Governance will make a recommendation for appointment at the September meeting.
- b. Highlands Community Room Policy addition. Susan outlined a new policy for the Highlands Community Room since the AV equipment has been upgraded. The new policy is to ensure that there will be one representative responsible for training and operation during the program. Anne Eustis made a motion to approve the addition to the policy, Sally seconded the motion; the motion passed unanimously.

6. Next Meeting: Wednesday, September 13, 2017, 7PM.

7. Upcoming Events.

Sat. July 29 - Staycation!

8. Adjournment at 8:04pm. Anne Eustis made a motion to adjourn the meeting, Sally seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jennifer Ecker". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jennifer Ecker, Vice President

**Topsham Public Library
Board of Trustees Business Meeting
Wednesday, September 13, 2017
Minutes**

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:04PM. Present: Jerry Davis, Jim Demosthenes, Anne Eustis, Diane Hender, Anne Macri, Irene Martin, Hahna Patterson, Larissa Vigue Picard (arrived at 7:15), Megan Therriault (arrived at 7:30), Joe Trafton, Sally Von Benken, Director Susan Preece.

Larry welcomed the new trustees. He highlighted two areas of focus for the coming year: continuing to build on the relationship with the town's Select Board, and further refining and carrying out the Long Range Plan.

- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the July 19, 2017 Business Meeting, Development Committee Report, Finance Committee Report, Friends Report, and Governance Committee Report. Anne Eustis made a motion to accept the Consent Agenda, Anne Macri seconded, and the motion passed unanimously.

- 3) **Director's Report.** Susan noted the following items.

- TPL is participating in the "Find Meet Plan Your Topsham" comprehensive plan community conversation week, October 19-23. On Saturday, September 21, TPL will have a pop-up library at a community fair in the lower village.
- Common Good Day volunteers (Bowdoin students) will be on hand on Saturday, September 16, to do yard and garden work. The library could use some extra tools.

- 4) **New Business:**

- a) **Audit FY17.** Irene and Susan reported that the audit happened earlier in the day. Amanda Schultz-Brown, who has purchased the firm Smith and Associates, was the auditor. The IRS filing takes place in November; Amanda will return in January to report to the board about the FY17 audit.
- b) **Annual Report.** Diane said that the report will be in the November Cryer. The Development Committee met recently to approve the layout, and some articles have already been submitted. This year's report will include a list of names of donors. The Annual Fund letters will be sent the first week of November.
- c) **Robert's Rules of Order.** Susan shared a PowerPoint presentation on Robert's Rules of Order, followed by brief discussion.

- 5) **Old Business:**

- a) Birthday. Larry and Anne Eustis's birthdays were celebrated with cake and good cheer.
- b) A group photo of the board was taken, as were individual photos of the new trustees.

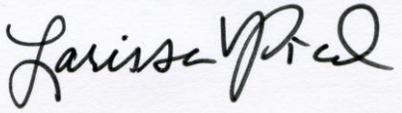
- 6) **Next meeting dates:** Oct. 18, Nov. 15, Dec. 20

7) **Upcoming Events.**

Common Good Day: Sept 16, 1-4PM
Banned Books Week: Sept 24-30
Friends Book Sale: Sept 29, 30, Oct 1
Joy of Pen submission deadline: Oct. 7

8) **Adjournment** by acclamation, at 8:00PM.

Respectfully submitted,

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Larissa Vigue Picard".

Larissa Vigue Picard
Secretary

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

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:00PM.
Present: Jerry Davis, Jim Demosthenes, Jen Ecker, Anne Eustis, Anne Macri, Irene Martin, Hahna Patterson, Larissa Vigue Picard, Megan Therriault, Joe Trafton, Sally Von Benken, Director Susan Preece. Absent: Diane Hender.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the September 13, 2017 Business Meeting, Development Committee Report, Finance Committee Report, and Friends Report. Anne Eustis made a motion to accept the Consent Agenda, Jen Ecker seconded, and the motion passed unanimously.
- 3) **David Douglass—Public Comment.** The Douglass residence borders the TPL parking lot. The white pine “screen” between the lot and his backyard has thinned considerably to the point where people at night in the parking lot can easily see into his backyard and home. Dave is planning to submit a request to town tree committee to come up with a plan to recreate the screen and wanted to get the support of the library before proceeding. The board was supportive of his concerns and agreed to work with him, via the TPL Facilities Committee, and the town to come up with a solution. During discussion several possible solutions were suggested: pull up the pines and plant something else, plant yew trees in between the white pines, put up a fence, etc. A tangential concern is where the town pushes the snow during the winter and potential damage to trees and/or fencing.
- 4) **Director’s Report.** Susan noted the following items.
 - She asked if everyone liked the new pie chart in the Finance report materials. Most agreed having a visual representation of the library’s budget was helpful.
 - In addition to Dave Douglass’s concerns, others have mentioned landscape issues around TPL lately, including invasive bittersweet vines that need to be removed.
 - TPL recently received \$500 from WalMart because of genealogy volunteer Karen Richards, who works there.
 - Interviews are scheduled for the Development Coordinator position on November 2.
 - The meeting time and day for the monthly Governance Committee meeting needs to be changed to suit all schedules.
 - It was recently discovered that all of the OverDrive and Cloud Library statistics have been incorrect in Susan’s reports since March (since the transition to Cloud Library). The head of Maine InfoNet noted an error in the way they’ve been calculated. Susan will provide corrected statistics at the next board meeting. It was asked if Cloud Library has comparable titles to OverDrive; Susan said it was comparable for the most part.

5) **Old Business:**

- a) **Annual Report.** The report has been submitted to the Cryer; it will appear in the November edition.
- b) **Annual Appeal.** Susan passed around some letters for board members to write notes on encouraging people to become Whitten Society members. The appeal goes out the week of November 13. Susan would like to see at least 3% increase over last year.

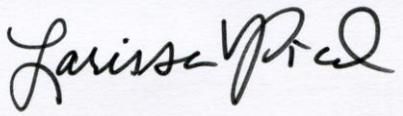
6) **New Business:**

- a) **Project Outcome Surveys—Summer Reading.** The surveys are the outgrowth of the board's desire to analyze how well the library is serving the community. The decision was to start with the Summer Reading programs for children, teens, and adults. So as not to reinvent the wheel, TPL chose to use the Public Library Association (PLA) and Gates Foundation "Project Outcome." Using this national/international tool (Canadian libraries are included) also offers the benefit of seeing where TPL stands in relation to other libraries. Susan noted that the Gates Foundation looks at libraries as educational institutions primarily, so its goal is to prove that libraries are helping educate the populace. (The other, more traditional, way to look at libraries is as a public good.) Susan feels that one of the challenges with the survey tool is the way some questions are posed. For example, the adult survey revealed only 50% "enjoy reading more," but in the comments section, some people say they literally can't fit more reading in their lives. Project Outcome also lumps together children and teens, while most public libraries treat them as separate groups. Susan noted that TPL's summer reading program for kids this year resulted in 650 bookmarks given out, 1,600 tickets received, 300 making it halfway through the program, 176 kids finishing, and 7,621 total hours read. Libraries using Project Outcome are allowed to add a couple custom questions. TPL added one additional question for each group. For Adults: "Would you take part in the program again?" Teens: "Do you think it's an important part of teen services?" Kids: "Did you have fun?" Susan was asked to what extent the Summer Reading Program for adults in particular preaches to the choir. She generally agreed and said the response rate of 17 surveys completed was not statistically significant. It was suggested that in the future perhaps there could be an incentive for completing the survey.
- b) **Interior Painting Update—request to amend contract to include upfront payment of \$10,000.** Anne made a motion to amend the contract as noted, Jerry seconded, and the motion passed unanimously.
- c) **Sarah Whitten Community Award.** Susan and Joe said the Development Committee had discussed several options for this year's award and had mostly settled on giving it to the Friends group. The board raised two major concerns: 1) Many people would perceive this as the library giving the award to itself, since some people don't understand that the Friends is a separate entity, and 2) It's not as compelling to give the award to a group as it is to an individual. After further discussion, the board decided on giving the award to Don Sanders, the bus driver who, in partnership with TPL, specifically Mariah, created

the bus book program that has received so much publicity. All were enthusiastic about this choice.

- 7) **Next meeting dates:** Nov. 15, Dec. 20, Jan. 17.
- 8) **Upcoming Events.** Find, Meet, Plan Your Topsham—Oct. 19-23. Larry explained that this four-day event is an effort to engage town residents in the comprehensive planning work. It will take place at the Old Firebarn off of Green Street. It begins Thursday evening with a bean supper at 5PM, and a kick-off overview at 6PM. On Friday, there are several group roundtables, a 6PM lantern walk of the historic district, and a 7PM outdoor showing of the Wonder Woman movie. On Saturday, there is a community party from 10AM-4PM including TPL's "pop-up" library and live music in the afternoon. On Saturday night, there will be an interim report provided, and on Sunday from 12-5PM, a community market will take place including farmer's market vendors and community organizations. This is the beginning of a year-and-half process. The new comprehensive plan goes before the town at the May 2019 town meeting.
- 9) **Adjournment** at 8:04PM. Jen made a motion to adjourn the meeting, Anne 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 style with a large, stylized "L" and "P".

Larissa Vigue Picard
Secretary

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

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:00PM.
Present: Jerry Davis, Jim Demosthenes, Jen Ecker, Anne Eustis, Anne Macri, Irene Martin, Larissa Vigue Picard, Joe Trafton, Sally Von Benken, Director Susan Preece. Absent: Diane Hender, Hahna Patterson, Megan Therriault. Guest: Cyndi Burne, Owen Yabsira.

Larry thanked the library for participating in the “Find Meet Plan Your Topsham” events in October.

- 2) **Consent Agenda.** Larry requested the Governance Committee report be removed from the Consent Agenda. The Board then reviewed the Consent Agenda, which included the Minutes of the October 18, 2017 Business Meeting, Development Committee Report, Facilities Committee Report, Finance Committee Report, and Friends Report. Anne Eustis made a motion to accept the Consent Agenda without the Governance Report, Jen Ecker seconded, and the motion passed unanimously.

Larry then said that the Governance Committee report had been updated following a meeting earlier in the evening with Owen Yabsira. The Committee was recommending that the Board approve Owen’s one-year appointment as a non-voting, teen member of the board, and that the vote be added to the meeting agenda under New Business. Larry made a motion to accept the Governance Committee report with the update, Anne seconded, and the motion passed unanimously.

- 3) **Teen Services: Cyndi Burne.** Cyndi spoke to the trustees about her role as teen librarian (she is also TPL’s assistant director) including how she selects item (heavily based on teen choice), programs and activities for teens, how she assesses the success of programs, and space issues in the teen room. (A detailed report provided by Cyndi is appended to these minutes.) Board members asked several questions and thanked Cyndi for her service.

- 4) **Director’s Report.** Susan distributed her written report at the meeting, and noted the following items on it.

- The door to the boiler room off the staff parking lot blew off during the windstorm, but was quickly repaired. The Facilities Committee has been re-constituted and is doing a comprehensive building inspection.
- TPL recently received a Frick Foundation grant of \$5,000 for materials.
- The audit will be completed by December 1.
- The Annual Report was printed in the recent Cryer.
- The Annual Appeal letter just went out.
- Governance is working on revisions to the personnel policy and manual.
- The Joy shows are beginning with the Joy of the Pen reception on Saturday at 2PM.

- Cloud Library statistics have been updated; they are still down, but not nearly as dramatically as in the previous report.
- TPL received a thank you note from Board of Selectmen for the “Find Meet Plan Your Topsham” event.
- Mariah has provided a summary of the conference she recently attended.
- The library was one of three warming centers in Topsham (others were the public safety building and the high school) during the recent windstorm that heavily affected the state. Patron numbers were significantly higher during that week.
- TPL is largely on track with the strategic plan in terms of what we have said we will do. The plan indicates we’ll hold two yearly listening sessions, so we have to do that.
- A patron emailed Susan recently about his 10-year-old child being exposed to questionable material on the internet while being near a man stationed at one of the library computers. Susan called the patron and the matter has been dealt with. The child in question did not notify library staff at the time. In addition, the child was unaccompanied by an adult at the time, which is against the stated TPL guidelines.

5) **New Business:**

- Appointment of Owen Yabsira.** Larry reiterated that the Governance Committee had interviewed Owen Yabsira earlier in the evening about joining the board for a one-year, non-voting term as a teen representative. The term would begin immediately and be effective through December 31, 2018. He asked Owen to share something about himself. Owen said he is a Freshman at Mt. Ararat High School, loves to read, runs track, plays soccer, and has volunteered for two years at TPL. He really enjoys helping people and wants to serve on the board to help the trustees with greater outreach to teens. Anne made a motion to appoint Owen as noted, Joe seconded, and the motion passed unanimously.
- Holiday Hours and Events.** The library will be closed Thanksgiving Day, as well as December 24, 25, and 31; and January 1. The December and January dates fall on Sundays and Mondays, so the library would be closed anyway. Full Time staff are eligible to take equivalent holiday hours at another time. Board members will bring refreshments to the board meeting on December 20. Larissa will send a reminder about this in December.

6) **Next meeting dates:** Dec. 20, Jan. 17, Feb. 28.

7) **Adjournment** at 7:50PM. Anne Eustis made a motion to adjourn the meeting, Anne Macri seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

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

**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

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, February 28, 2018
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 6:59PM.
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.** The Board reviewed the Consent Agenda, which included the Minutes of the January 17, 2018 Business Meeting, Development Committee Report, Finance Committee Report, and Governance Committee Report. Anne Eustis made a motion to accept the Consent Agenda, Diane Hender seconded, and the motion passed unanimously.

Larry noted that there would be a change to the agenda due to Mariah being ill. Instead, Barbara Hawkes, the new Development Coordinator, provided a presentation to the board

- 3) **Barbara Hawkes's Presentation.** Barbara said she is glad to be at TPL and that she has been hearing many good things about the library as she talks with various patrons and business partners. She is working on better defining the library's relationship with the Business Roundtable to determine exactly what businesses would like to get out of the relationship. She feels networking events are extremely important and she wants to be out of the office as much as possible to meet with people. She recently met with Southern Midcoast Maine Chamber director, Cory King, who is eager to find ways to collaborate with the library. She also met with Lee Toyota owner, Adam Lee, who may be interested in serving on the Development Committee.

Barbara was also interested in knowing what trustees would like to see happen with development efforts, and how to make the Development Committee as effective as possible. Joe said he would like to see a focus on increasing the endowment and securing more grants. Hahna said he personally would like to see more direct asks when support is needed.

Each trustee was asked to describe what he or she liked best about the library. The responses:

- It feels like home away from home; sense of community; humanity
- Staff. (Mentioned several times): "If I've had a bad day, they make me feel better."
- Accessibility; Internet access (mentioned twice)
- The collection (mentioned twice); the ability to save money on books; audiobooks
- Interlibrary loan (mentioned several times); business databases
- Good hours, especially in the evening
- Staff interactions with children
- Meeting people I wouldn't have met before
- Community room exhibits/artwork
- Programs
- How the library fits into the quality of life of Topsham; how it can help the town become what it needs to become

Prior to continuing with the agenda, Larry mentioned that Larissa's term would be up in June and that the board will need a new secretary. He hopes someone will volunteer.

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

- Barbara has been fantastic so far!
- A gasket failed between two sections of furnace, resulting in a leak. Susan contacted Rich Roedner and Titan Mechanical. If we are "lucky," the repair will be \$3,000-\$5,000. If the sections have to be rebuilt, it would be \$10,000-\$12,000. The cost will come out of the town's capital budget. They will be working on the furnace on Thursday 3/1, so there will be no heat in the library that day.
- We are waiting on the fabrication of metalwork for heating ducts.
- Susan spoke with Transco, TPL's copy machine vendor, and got a good deal for replacing the current machine. With the upgrade, TPL received the first three months of service free.
- A representative from Wells Fargo called Susan to let her know TPL is the beneficiary of a third of a deceased's IRA. We do not yet know the amount. This was unexpected and from someone who lived at Highland Green and was not well-known to the library staff.
- TPS is getting 75 free tickets for the *A Wrinkle in Time* movie on March 15, which will be first-come, first-served.
- Safety training was done the week TPL was closed to public in January for painting. The staff got a lot done that week.
- The staff is very grateful to the board for their annual lunch out.
- The town budget schedule has changed slightly. The March 21 meeting might change.

Sally asked why the Development Committee felt the seating didn't work well at the Whitten Event. Susan said while they tried fewer chairs this year to get more people to mingle, the people who came earliest took all the seats and didn't leave them. Later arrivals who needed chairs were not able to get them.

Susan mentioned that part of the library's safety training including training for active shooters, the mentally ill, and those with dementia. Strange, unsettling, and violent behavior is an unfortunate fact of life in any public venue these days. Police Chief Chris Lewis has told the staff to call 911 at the earliest sign of trouble. TPL has a "panic" button under the circulation desk.

5) **Old Business:**

- a) **Budget Presentation FY 19-February 26.** Larry said Susan did a great job at the presentation. There were four minor questions, but no real concerns. Susan said the library trustees have sent a consistent message to the Selectboard over time that we want to work with them.
- b) **Long Range Plan update.** Susan highlighted sections to discuss, primarily having to do with doing a community wide survey by June of this year. She spoke with someone from USM's Muskie School about providing assistance with a survey. It would cost \$17,000 for them to assist with survey design and formatting for a 7-8 minute survey, creating an

online version with individual links, launching the email, doing three reminders, format a paper survey for the Cryer, post-analysis, and providing a written report. There was considerable discussion on this matter. Some trustees felt strongly that the price was very high, and that a sub-committee could perhaps create the survey in-house, and do most of the same kinds of outreach. An ad hoc committee was created, chaired by Anne Macri, to begin this work. Jen and Larissa agreed to be on the committee. It was suggested that Tori [last name?] might also be a good addition. The survey is likely to be pushed back to the fall or later.

Another part of the Long Range Plan calls for a presentation to residents about the library budget session prior to the final budget presentation to the town. Since there is not time to do such a presentation at this point, it was suggested that TPL do some kind of presentation, or community “listening” event prior to town meeting. Alternately, it was suggested that TPL do a “Town Meeting 101” program, using library examples. It was suggested that the League of Women Voters was the right group to lead this, but some were skeptical this a program of this kind would draw an audience. It was eventually recommended that any program of this nature be put on hold until we have the results of a community survey.

6) **New Business:**

- a) **Personnel Policy—Discussion and Vote.** Upon recommendation of the Governance Committee, the board was asked to vote on the revised personal policy. There were two changes since the board saw the committee’s prior recommended revisions at the January meeting: 1) Any new staff must be at 20 hours to accrue prorated sick and vacation time, but current 15 hour and above employees are grandfathered in for those benefits. 2) Staff designated to work on a day that the library closes due to inclement weather will still be paid for their time. Anne Eustis made a motion to approve the recommended changes, Jen seconded, and the motion passed unanimously.
- b) **Long Range Staffing for Budget Process.** Rich Roedner asked all town departments to provide position titles, the number of people in those positions, the major tasks of each department, short-term major unmet needs; and long-term major unmet wants. Susan distributed a spreadsheet of the answers she provided based on TPL’s Long Range Plan. Needs and wants included: an additional 5 hours for a library tech, an additional 6 hours for a volunteer coordinator, increasing library open hours to 59 hours (requiring 30 extra staff hours), a full-time Development Coordinator, a building manager/more custodian hours, a children’s library aide to assist with programming, a new teen librarian position to alleviate Cyndi from having to do that in addition to being assistant director, and additional building space. This will be the basis for broader conversation as to where the town is going in the next 10 years. Susan was asked to prioritize the items on the spreadsheet, as well as provide ballpark numbers for each item.

7) **Next meeting dates:** Mar. 28, Apr. 25, May 23

8) **Upcoming Events:**

Wed. Mar. 21, 6PM: BoS/FC Joint Review meeting (tentative)

Thurs. Apr. 12, 7PM: Public Hearing on Town Meeting Warrant and Budget (tentative)

Wed. May 16, 7PM: Town Meeting

- 9) **Adjournment** at 8:42PM. Anne Macri 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 style with a large initial "L".

Larissa Vigue Picard
Secretary

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, March 28, 2018
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, Joe Trafton, Sally Von Benken, Larry Fitch, Jerry Davis, Hahna Patterson, Jim Demonsthenes, Megan Therriault, Anne Macri, Diane Hender, Director Susan Preece. Absent: Larissa Vigue Picard and Owen Yabsira.
2. Consent Agenda. The Board reviewed the Consent Agenda, which included the Minutes of February 28, 2018 Board meeting, Development Committee Report, Finance Committee Report, the Friends Minutes, and the Survey Subcommittee Report. Anne Eustis made a motion to approve the Consent Agenda, Joe Trafton seconded the motion; the motion passed unanimously.
3. Children's Services: Mariah Sewell. Susan passed out the Project Outcome survey results from a parent child workshop. Mariah also passed out bookmarks from two kids who participated in the summer reading program, as well as a homemade thank you book from the Bright Start preschool.

Mariah explained that she works with children from birth to 12 years old, and the families who are involved with those kids. Collection development includes both children and parenting materials. She considers reviews, journals, patron request, series books, and popularity. Mariah has a couple of goals for the popular collection - having books patrons want to read, and making sure there is a diverse collection. There are three story times per week which vary by age, two book groups, passive programming (e.g. coloring, Legos), and big events like Big Truck Day. **She also puts on a parent child workshop, preschool fair, and "fourth saturday" activities once a month which include sensory and craft activities.** The summer reading program involves a lot of outreach to schools, and Mariah also does a lot of outreach to Headstart and local preschools. A big challenge is having enough money for the collection, particularly in order to keep up with series, and **it's a tough decision every month on which books to buy. Memorial funds have had big impact. The Rollin's Fund covered** an entire year of picture books budget. Another challenge is not enough space. The books are crowded, and many are **still popular so she doesn't want to get rid of them. She talked about the** popularity of the library with families, and that she often sees families 2-3 times a week. Things that Mariah is proud of are that Topsham Public Library is a Family

Place library (a space where kids and families can play and connect), and the bus books program. She recently presented at the Maine State Library Association on bus books implementation, and the Patten Free Library is just starting the program. She also talked about how the library is an important place for families to connect and support each other, and that she is proud to be able to provide them a place to be a community. There were 167 programs last year, that reached 4,440 people.

Joe asked who started and funds Family Place Libraries. Susan explained it was started in New York in 2005, and has since become a national program. It is funded through many different grants. It paid for training for Mariah, and the Topsham Public Library has gotten grants to provide some programs. Hahna asked what sorts of things we could do to get kids to come who had never been to the library. Mariah said it requires continuous outreach, and there is not one solution. She needs to go out the community, and the places that people are. She talked about a national move in this area, and that libraries are partnering with **other locations to try to attract folks who don't** normally go to the library (e.g. a mini-library at a YMCA). Jerry commented on the large numbers of kids he sees in the mornings, what a treasure Mariah is for the library, and he thanked her for supporting community efforts. Megan suggested putting something in the Family Focus (before and after school program) monthly newsletter to try to attract kids and parents. Sally asked how many kids have library cards. Mariah said some kids have cards, and others are on their parents account, but there is no age restriction on getting a library card. Larry asked about the materials budget for **children services. Mariah didn't have the exact number, but estimated she spends** about \$1000 month. Mariah talked about the Rotary, and how they have provided 112 books since 2012. Every month they give a certain amount of money for books. Larry suggested we pull out the donation amount, and it was suggested we feature it in the annual report.

4. Directors Report. We reviewed the 2017 Federal Annual Public Library Report done through the Maine State Library. Susan highlighted some key points. Program numbers are going up, with the exception of adult services, which is down slightly. Total program attendance is up from the previous year. Reference requests are up over the previous year. Anne M. asked what constitutes a reference question. Susan explained it is something that requires a library source of one kind or another. Susan pointed out reference questions are much more challenging since the internet is available for basic research, so the questions they

do get often require a lot of effort. Jim asked if the same amount of people are coming through the door. Susan said it was about the same, but down slightly.

We reviewed the Directors Report. The HVAC fix was much cheaper than anticipated. The interior painting will be finished next week. Susan said they are converting one of the literacy rooms into an office for Barb Hawke. Megan asked if the literacy rooms gets used a lot, and if it will be challenging to lose one. Susan said it will have an affect, but felt it was important for Barb to use the space given the confidential nature of her work. Susan mentioned the library was only open for 17 days in February because of painting and snow days, and that the library has been busy since. Joe had a question about the kiosk at the front entrance where all the new books are displayed. It seemed to him there were a lot of new books there, and he wondered how this related since circulation was down. Susan said book budget is up, and book purchasing is not always uniformly spaced out. Sometimes it happens in large chunks, and she wondered if that plus the recent library closures were the reason. Joe asked what would a 10% increase in circulation mean for the library. Susan said the teen room would require weeding, but there is more space in the adult section. Jim asked if there is more purchasing after the annual appeal. Susan said no, as they budgets are set in July and they try to stick to a target each month. She talked about the continual process of weeding out old books to make room for new ones.

5. New Business.

- a. BoS/FC Joint Review Meeting - 3/21/18 update. Susan said it went very well this year. The meeting reconciled the town Finance Committee **request and the Selectmen's request. There was very little discussion on** the library budget, and the library received all the money asked for in the budget. April 12 is a public hearing and Susan would encourage the TPL **Finance Committee be there to listen. Cyndi will go in Susan's place as** Susan will be on vacation.
- b. Annual Meeting - thoughts on format changes. Had a short discussion around how to use the annual meeting as a way to reach out to the community more. Larry pointed out that it might be too late for this year, but asked for thoughts on how the meeting might better reach people who are potential donors, current donors, and stakeholders. Sally suggested it **shouldn't be something routine. Ideas included having a** speaker, panel discussion, or a volunteer thank you event. Will be discussed again at a future meeting.

6. Next Meetings: April 25, May 23, June 20

7. Upcoming Events.

Thurs. Apr. 12 7pm Public Hearing on Town Meeting Warrant and Budget

Wed. May 16 7pm Town Meeting

8. Adjournment at 8:10pm. Diane Hender made a motion to adjourn the meeting, Jerry Davis 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

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, April 25, 2018
Minutes

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:03PM.
Present: Jerry Davis, 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.
- 2) **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the March 28, 2018 Business Meeting, Development Committee Report, Finance Committee Report, Friends Report, and Survey Subcommittee 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.
 - TPL received a bequest check for \$196,378.69 from Janice Solomon, which came in while Susan was away. The check has been deposited and the Finance Committee will discuss how best to use it. TPL will not widely publicize the bequest until a plan is in place. It could be used as a stepping off point to a campaign, to build the endowment, or, in part, to cover the current budget deficit.
 - There was recently \$8,000 worth of repairs to the HVAC system on top of some relatively minor repairs. As this falls under the town's expense, the plan is to take money out of the capital funds the town has set aside for the library. Titan Mechanical did preventative maintenance at the same time as this repair and found that the coils in the HVAC unit outside the community room are failing. They plan to repair them instead of the replacing them.
 - The pine trees between the TPL parking lot and David Douglass's house will be thinned out soon. Susan has been working with Pam LeDuc on this. The town has contracted with Alan Higama (??) to take out the trees as he is doing tree removal for the town at other locations. He is charging \$500 to do this, which is half of what his normal fee would be; ideally this will be paid by the town. The stumps will be ground down and arborvitae will be planted in their place to provide a better screen between the properties. The new trees need to be put in by September; it's possible TPL could get Bowdoin College Common Good Day student volunteers to help with it.
 - The Finance Committee has suggested a spending freeze on all non-essential expenses (primarily the materials collection, but also a scheduled carpet cleaning and miscellaneous supplies) because TPL currently has an \$11,000+ deficit for this fiscal year, with \$8,000 in outstanding bills. Susan is hopeful that spending can resume before the end of the fiscal year as some Business Roundtable money is still expected and there is a pending grant proposal for \$10,000 for Bus Book Bag Program.
 - Please attend Town Meeting! It is helpful to have a full complement of board members there to support the library.

- Mariah and Emma recently attended the Public Library Association conference in Philadelphia and had a wonderful time. They realized that TPL is holding its own against larger libraries with regard to programming and services.
- There were 664 people at Big Truck Day, the biggest one ever. A woman fell near the handicapped parking area, but EMS workers, there for the event, helped her.
- Noting that library traffic has slowly gone down, Joe asked Susan to provide some comparable information from other libraries at the next meeting.

4) **Old Business:**

- a) **Annual Meeting: Thoughts on Format Changes.** Diane said the Development Committee is looking at new ways to engage the community by changing the format of the annual meeting. Susan reminded the board that this initiative comes from the Long Range Plan. Diane said the committee feels that people are not likely to come out to an annual meeting even if there is food and a speaker, so the committee instead recommended that a variety of town VIPs be invited including the Selectboard, town manager, local state representatives, school administrators, Friends leadership, Whitten Society members, and TPL volunteers, and that each trustee should invite one guest. The Development Committee would be willing to take care of the invitations and organize the event.

Considerable discussion ensued about the idea. Some felt that without a special program and nice reception, there wouldn't be a strong incentive for many people to attend. Others said that perhaps the annual meeting was the wrong venue for community outreach, and that a special event drawing a broader range of ages would be preferable.

The question was raised about moving the date of the annual meeting from July to a time of year when attendance would be better. However, this would mean votes done at the meeting—such as for new board members and officers—would then not coincide with the fiscal year. One person noted that typical annual meeting business could in fact be done at another meeting, and that an annual meeting could be more in name only, and simply be focused on a special program.

It was suggested that an outreach event might be better in 2019, the library's 15th anniversary. All agreed to forego an outreach event this year and work toward something in 2019, ideally around the time the library actually first opened, which was June 4. Whether or not this effort coincides with the 2019 annual meeting remains to be decided, though if that is the intention, moving the 2019 annual meeting date would require a bylaws revision.

The Development Committee was thus charged with coming up with recommendations for acknowledging the anniversary and combining that with outreach of some kind, whether a fundraising campaign, event, etc.

5) **New Business:**

- a) **Staff Updates and Project Outcome to Date.** To date this year, TPL has done Project Outcome surveys for summer reading, early childhood programs, and adult book groups. Susan distributed a handout summarizing 49 surveys collected between November and April from the library's seven book discussion group.

There was considerable discussion about the responses and value of the survey. While Project Outcome provides a template, analysis tools, and a state and national context against which to assess TPL, the drawback is that the questions are not customizable and so don't always fit the program adequately. For example, the "Book Look" group was an outlier on the survey because the member's responses to the rating scale questions were consistently negative, although their comments were largely positive. That suggests either confusion with the rating scale itself or that questions such as "You learned something that is helpful" don't really fit this group in that they really just in it for fun, not education.

Ultimately, everyone agreed that using Project Outcome is preferable to burdening the staff with designing their own, diverse surveys. It will also be helpful once we have more years of data to compare.

Board members were asked to read the report in more depth and provide Susan with any comments or questions.

- 6) **Next meeting dates:** May 23, June 20, July 18 (Annual Meeting)

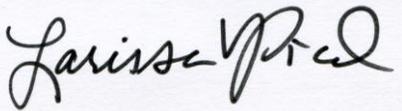
7) **Upcoming Events:**

Sat, May 5, 11AM: Photographer's Talk

Wed. May 16, 7PM: Town Meeting (Board sit together)

- 8) **Adjournment** at 8:38PM. Diane Hender made a motion to adjourn the meeting, Anne Macri seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard
Secretary

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:**

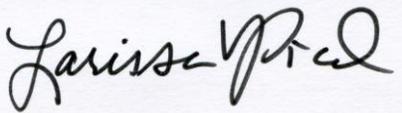
June 2: Fishing Derby, 8-11AM

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,

A handwritten signature in black ink that reads "Larissa Vigue Picard". The signature is written in a cursive, flowing style.

Larissa Vigue Picard
Secretary

**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