

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, January 16, 2019
Minutes

1. **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:00 PM. Present: Jennifer Ecker, Anne Eustis, Joe Trafton, Hahna Patterson, Anne Macri, Diane Hender, Assistant Director Cyndi Burne. Absent: Jim Demosthenes, Helen Kincaid, Irene Martin, Megan Therriault, Jerry Davis, Kevin Curnin, Owen Yabsira, and Director Susan Preece.

2. **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of December 19, 2018 Board meeting, Finance Committee Report, the Friends Minutes, and the Governance Committee Report. Anne E. made a motion to approve the Consent Agenda, Diane seconded the motion; the motion passed unanimously.

3. **Directors Report.** Cyndi reviewed the report. She talked about getting help from a general contractor for improvements around the library, as well as electrical work. Development Committee meeting was rescheduled due to weather to Wednesday, January 30th and will cover both January and February meetings. Teen programs have been split into Tween Talk (6th and 7th grade with 15 members), and Teen Talk (8th and 9th grade with 6 members). Larry asked about older kids, and Cyndi said it was hard to get them to participate with high school commitments. Susan has been asked to join an exploratory committee on statewide library card system. Safety training will be on February 25th. Anne M. asked about the Finance Committee recommendation on the agenda. Larry said they would be recommending opening on Mondays for a three year trial period. Voting was postponed until next meeting due to absent board members. Hahna asked how the trial period was determined. Larry said Susan felt that three years allows for solid data on determining the worth of keeping open.

4. **Old Business.**
 - a. **Strategic Planning for FY 20-23** - Governance has decided to broaden the facilitator search. This will impact the current plan timeline, but think it is more important to find someone who will be a good fit. Specifically, someone who has experience with strategic planning and facilitating large groups.

- b. **Report on Non-User survey** - Anne M. reported they are working on reporting on non-user survey data, and drafting the user survey. Larry asked when the user survey would go out. Anne M. said March or April but will check on that.
- c. **Board Evaluation update** - Governance will review them and report back.

5. **New Business.**

- a. Change of time - Meeting will be at 7:30 PM. Town BOS/FC budget presentation is at 6:00 pm the same evening. Board members are encouraged to attend.

6. **Staff Presentation.**

- a. Cyndi Burne - Teens programs are strong and book groups are going well. Cyndi stressed her philosophy of treating teens as equals. She said it would be nice to consider teen services when doing strategic planning. Specifically to have someone with dedicated hours, maybe a part-time person, who would work with Mariah. Cyndi talked about some of the building maintenance challenges she faces. She said she would advocate for having a handyman, potentially a shared position through the Town that could manage some of the building maintenance. Joe commented on how important it is for staff to come and talk frankly to the Board.

7. **Next Meetings:** Wednesday, February 27th at 7:30 PM.

8. **Upcoming Events.** Joy of Art at 1:00 PM, January 19th.

9. **Adjournment** at 7:50 PM. Anne M. made a motion to adjourn the meeting, Anne E. seconded, and the motion passed unanimously.

Respectfully submitted,



Jennifer Ecker, Secretary

