

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, July 18, 2018
Minutes

1. **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:31PM. Present: Jennifer Ecker, Anne Eustis, Irene Martin, Joe Trafton, Larry Fitch, Jerry Davis, Hahna Patterson, Jim Demonsthenes, Anne Macri, Diane Hender, Owen Yabsira, Helen Kincaid, Kevin Curnin, Director Susan Preece. Absent: Megan Therriault.
2. **Welcome, new members.** Joe explained the process used to select new members, and introduced Helen and Kevin to the Board.
3. **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the June 20, 2018 Board meeting, Minutes of the July 5, 2018 special Board meeting, and the Finance Committee Report. Jerry made a motion to approve the Consent Agenda, Anne M. seconded the motion; the motion passed unanimously.
4. **Directors Report.** Susan thanked the Board as she is starting her 14th year at the library. For the recent bequest there will be a new fund set up at Maine Community Foundation. On August 3rd at 8am, Liana Kingsbury from Maine Community Foundation will come to talk about planned giving. Susan asked that anyone with specific question to please email her ahead of the meeting. Susan contacted all applicants not selected for the Board. All were interested in joining a committee, and she encouraged them to reapply again in the future. The summer reading program is going very well. Susan pointed out the July and August calendar, and encouraged Board members to attend some of the events. Especially popular is having kids read to a service dog named Joy. Joe asked to know more about a 4H program on the website. Susan explained that the 4H contacted Mariah, and asked to do a series of experiential programs. One example was making paper airplanes. The program is for 3rd to 5th graders.
5. **Old Business.**
 - a. **FY 18 review with Board of Selectmen in August (MOU).** August 2nd at 7pm Susan will meet and highlight F18, the annual meeting,

volunteers, the new bequest, and the summer reading program. She will also review the memorandum of understanding (MOU).

- b. **Long Range Plan review.** Susan said that this was in good shape and on target, but that it is in it's last year. She pointed out that losing the development coordinator makes it challenging. The next version of the Long Range plan should be started in late winter or spring. It was put to the Governance committee for their next meeting.

6. **New Business.**

- a. **Approval of draft calendar meetings for FY 19.** Reviewed the meeting dates. Susan pointed out that the budget presentation meetings with the Selectmen are tentative. Joe made a motion to accept the dates, Anne E. seconded; the motion passed unanimously.
- b. **Annual Report.** Development committee will be working on the annual report. The theme is "planning for our future", and will be used to kickoff a planned giving program as well as highlight the recent bequest. Jim and Owen said they would write about their experiences on the Board for the report. Kevin asked how it is distributed. Susan said it is printed in The Cryer, the library gives out physical copies, and there is a digital (PDF) version. Helen pointed out that it is important for older folks to have a printed version.

7. **Next Meeting:** September 19, 2018 at 7:00pm.

8. **Upcoming Events.**

Provided with a calendar of upcoming events, and were encouraged to attend to help support the library.

9. **Adjournment** at 8:10pm. Helen made a motion to adjourn the meeting, Diane seconded, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jennifer Smith". The signature is written in a cursive style with a long horizontal flourish at the end.

Jennifer Ecker, Secretary

