

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, October 17, 2018
Minutes

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

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

3. **Finance Committee Report.**
 - a. **Explanation of Financial Reports - Irene Martin.**

Irene spent extra time reviewing the Finance Committee Report as an introduction to new Board Members, and refresher for old Board Members. She noted that quarterly she gives out expanded reports. She explained the library is on an accrual accounting basis, reviewed different income categories, and outlined the purpose of the Balance Sheet, Profit and Loss, and Budget Progress Report. There was discussion about the copier lease, and frequency of Maine Community Foundation reporting. There were some questions about some of the higher expense numbers. Irene explained they often reflect one time payments at the beginning of the fiscal year (e.g. insurance is paid in full). Anne M. asked about the advertising budget being high, and that was attributed to the Annual Report, which is a one time expense.

4. **Directors Report.**

Susan reviewed summer reading participation numbers for 2015-2019 fiscal years in answer to questions Kevin had asked at the last meeting. There was some electrical repair work done at the library, and requests for quotes to improve outdoor lighting. Titan Mechanical will do winter preventative maintenance on the HVAC system. Susan asked for a facilities meeting. Helen suggested that the curbing needs to have clear

differentiation, like reflective paint, for those with depth perception issues. Susan has talked to the Town Manager about getting handyman support to get repairs done more quickly.

a. **Dave Mosley - Development Coordinator.**

Dave talked about getting started as the new Development Coordinator. He is working through the database in order to get it cleaned up (e.g. deceased, duplicates, etc.) and better able to collect information. Dave has done a few business outreach activities, and noted there were a couple upcoming grant applications due. Jim asked about priorities for a planned giving program. Dave said he trying prioritize current patrons, the Business Roundtable, and then will be looking into it for the future.

5. **Development Committee Report.**

a. **15th Anniversary Celebration: June 5 - 8, 2019.**

Discussion centered around goals, necessity, timing, cost, duration and responsibilities. Diane said the Development Committee could not handle the extra duties required, and it was agreed that there should be a new committee formed. Susan will schedule a meeting, but the overall idea is fun but not too expensive, with some clear goals outlined perhaps towards fundraising and engaging with the community.

6. **Old Business.**

a. **Solomon Bequest update.**

Susan reviewed the memo explaining the status of the bequest. Council thinks it is ready to settle, and that makes the most sense at this point. There will probably be a formal announcement in January to the public. Diane asked that the board think about long term plans for the bequest. Anne E. made a motion to agree to the settlement, Anne M. seconded, and the motion passed unanimously.

b. **Official Board Response to Comp. Plan Draft.**

Governance had previously reviewed the presented draft, and suggested it for approval. It will be given to the Comprehensive Plan Committee. Joe made a motion to approve, Anne E. seconded, and the motion passed unanimously

7. **Next Meetings:** November 28; December 19, 2018 at 7:00pm.

8. **Upcoming Events.** Joy of the Pen Reception/Awards: Saturday, November 17 at 1:00pm.

9. **Adjournment** at 8:pm. Helen made a motion to adjourn the meeting, Anne E. 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, Secretary

