

Topsham Public Library
Board of Trustees Business Meeting
Wednesday, September 19, 2018
Minutes

1. **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:02PM. Present: Kevin Curnin, Jerry Davis, Jennifer Ecker, Anne Eustis, Larry Fitch, Diane Hender, Helen Kincaid, Anne Macri, Irene Martin, Hahna Patterson, Megan Therriault, Joe Trafton, Director Susan Preece. Absent: Jim Demonsthenes, Owen Yabsira. Larry opened the meeting by asking members to consider open board positions for next year for Vice President, and Secretary.
2. **Consent Agenda.** The Board reviewed the Consent Agenda, which included the Minutes of the July 18, 2018 Board business meeting, Development Committee Report, Finance Committee Report, Governance Committee Report, and the Friends of Topsham Public Library Minutes. Anne E. made a motion to approve the Consent Agenda, Helen seconded the motion; the motion passed unanimously.
3. **Directors Report.** Susan presented a report on the summer reading program, and pointed out a significant increase of participation by adults. Kevin asked if children participation was up as much as the adults. Susan said it was around a 5% increase over the previous year. Kevin asked how we make use of this information. Susan said in promotional materials, and in the annual report. Helen asked how long we have been tracking this program data. Susan said since she has been at the library. Helen followed up with a question on how technology might have changed the participation numbers over the years. Susan said any hours reading are counted, no matter the source, so she didn't think it made a huge impact. Betsey McCandless has been appointed as the new trustee of the Solomon Trust after questions came up about accounting. It is expected to be completed by the end of the month. Repairs were need to the boiler, and although it is need of replacing, the plan is to repair it as needed in hopes it lasts through the winter, if not longer. The audit is coming along fine. Susan and Irene have had to spend extra time on it, as the bookkeeper has been out due to illness. Megan asked if we should consider getting a temporary bookkeeper. Susan acknowledged it has been challenging, but she expects the bookkeeper to return in October. Dave Mosley has been hired as the new Development Coordinator. Larry asked how Dave's hours are allocated. Susan said will be working 28-30

hours, 26 hours on development, and 4 hours for volunteer coordination. Anne M. asked if with his increased hours he will be eligible for benefits. According to the agreement worked out with him he will be eligible for benefits next fiscal year, but he passed on them for this year. A student from University of Maine at Augusta will be interning at the library. They will be working on a project with Emma to provide information on the the reissue of Marvel to the Maine Digital Library, for both patrons and staff. There is a new Assistant Manager for Topsham. They will be helping with contracts, facilities, town infrastructure, and human resources. Volunteer Karen Richards was able to secure \$500 donation from her employer for her volunteer work at the library. The library has also received \$1765 in donations in memory of Madeline Marzen that will go to children's materials. Her parents asked for donations in her memory for what would have been her 5th birthday. She participated in story time at the library, and her brother still regularly attends.

4. **Old Business.**

- a. **Annual Report.** Going to the printer on Friday, and will be in mailboxes by the end of October.
- b. **Solomon Bequest.** This was already covered in Directors Report.

5. **New Business.**

- a. **Board Evaluation.** Anne M. asked for suggestions and thoughts on doing a board evaluation. Previous evaluation methods were discussed, as well as their efficacy. Hahna asked for clarity on the intent. Anne M. said the goal was to gather feedback, both positive and negative, on how the board is functioning. It was agreed that Governance will come up with a suggestion for an evaluation method.
- b. **Annual Appeal Letter.** Drafts are being worked on. There was discussion on the four variations of the letter that will be sent out. Overall approximately 3,000 letters will go out. Joe questioned the expense versus return. The cost will be around \$3,000.
- c. **Official Board Response to Comp Plan Draft.** Diane started the discussion, as Larry spoke as the Topsham Comprehensive Plan Chair. There was discussion around the plan, and on what and when the library should comment. Joe suggested that individual board members should go and comment on the plan online. It was also suggested that the Board should make statement on the initial plan draft. Susan will write a draft letter for review at the next meeting.

6. **Next Meeting:** October 17, 2018 at 7:00pm.

7. **Upcoming Events.**

Friends Annual Book Sale - Help is needed 9/30 at 1pm. Board is encouraged to attend events to support the library.

8. **Adjournment** at 8:21pm. 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