

Topsham Public Library Board of Trustees
Business Meeting
July 15, 2020

Present: Anne Macri, Deborah O'Neil, Hahna Patterson, Diane Hender, Susan Preece, Patricia Vaughn, Helen Kincaid, Kelley Glidden, Joe Trafton, Irene Martin, Barbara Swiderski.

Absent: Jim Demosthenes, Owen Yabsira.

1. **Call to Order:** The meeting was called to order by Diane Hender, President at 7:36 PM.
2. **Welcome and Introductions:** The Board formally welcomed Barbara Swiderski. Each member introduced themselves and talked briefly about how they became Board members.
3. **Consent Agenda:** Trish V. made a motion to approve the consent agenda; Helen K. seconded the motion, and the motion passed unanimously.
4. **Director's Report:**
 - a. Susan reported that the library had a successful reopening. In-person circulation in June was 1,922 items with an average of 65 items per day. The curbside pickup was 6,200 items with an average of 4 patrons per day. E-Books and Audiobook circulation has doubled. There have been no problems with the mask and social distancing guidelines. The book drop is still open for returns on the weekends and closed on Mondays for 72-hour quarantine. There is a tote under the circulation desk for people to return items if they cannot get there on the weekends.
 - b. Topsham Rec. Department has teamed up with the library to bring 3 Thursday night outdoor movies. Space is limited to 50 people; attendees must register through the Rec. Department. Social distancing will be maintained with squares staked out on the lawn.
 - c. Susan has been preparing for the town meeting. The Warrant was agreed to by the Finance Committee and the Select Board. Susan would like to have a few Board of Trustee members with her at the meeting and will send more information as she gets it.

- d. Susan reported that Topsham Police Chief Christopher Lewis had stepped down, and Bill Collins will be taking over.
- e. Libraries Build Business held a soft opening on July 15. On Wednesday, July 22, they will hold an online lunch and learn program and slide show. Press releases will be sent out. Susan said she would have the slide show published on the TPL website.

4. New Business:

- a. The Board of Trustees will hold the August routine meeting on 8-19-2020.
- b. Town Meeting will be held on July 29, 2020, at the Topsham Fair Grounds.
- c. Susan noted that the packet for tonight's meeting contains the Board member's contact information, Board of Trustee calendar and committee listings. She asked to be informed of any changes that need to be made.

5. Next Board Meeting dates: August 19, 2020, at 7:00 PM

6. Adjournment: On a motion by Joe T., seconded by Anne M., the meeting was adjourned, unanimously at 8:03 PM.

Respectfully Submitted

Topsham Public Library Board of Trustees
Business Meeting
August 19, 2020

Present: Anne Macri, Deborah O'Neil, Hahna Patterson, Diane Hender, Patricia Vaughn, Helen Kincaid, Kelley Glidden, Joe Trafton, Irene Martin, Barbara Swiderski, Owen Yabsira, Director Susan Preece.

1. **Call to Order:** The meeting was called to order by Diane Hender, President at 7:00 PM.
2. **Consent Agenda:** The Board reviewed the Consent Agenda. Anne M. made a motion to accept the Consent Agenda; Kelley G. seconded the motion, and the motion passed unanimously.
3. **Facilities Committee Report:** Joe T. reported that the committee met on August 4, 2020. The committee felt that since the library is not in full use this would be a good time to move forward with the reconfiguration of the staff/office space. Also, he asked that up to \$5,000.00 be made available for structure design and bids. Anne M. asked if there is money available in the TPL budget to set aside. Susan P. said the budget hadn't been approved and will be reviewed at the September Board Meeting, however, there is \$2,000.00 in the furnishing line and \$4,000.00 in the building expense line, money can also be appropriated from the landscaping budget. Joe T. said that Cyndi Burne also brought up issues with the ventilation of the building. Anne M. asked if the \$5,000.00 would be used for the staff area and the ventilation issues. She expressed some concern about where the money is coming from as well as looking at plans for only one portion of the building. Joe T. said the money would be used just for the staff area; the ventilation in all likelihood may be the responsibility of the Town. Hahna P. felt that the staff area is what is most needed right now and this estimate should be separate from the ventilation issues. Trish mentioned that because of COVID 19 this may be a good time to address the ventilation issues with the town because they may be more receptive. Joe T. made a motion that the Facilities Committee may proceed with the process of reconfiguration of staff office space. This will entail meeting with Town Official assessing funding possibilities and developing construction plans. Up to \$5,000.00 to be made available for this process. Helen K. seconded and the motion passed unanimously.

4. Finance Committee Report: Irene M. reported that the committee had not met, but a *Proposed Budget* report had been sent to the Board. She noted an \$11,000.00 budget deficit in July. The library received \$12,000.00 of the \$38,000.00 Libraries Build Business Grant and as this money comes in it will show as income for FY 2020. As of July 1, expenses for books, etc. are coming out of the town budget line. Anne M. asked that the \$5,000.00 request from the Facilities Committee be incorporated into the next finance meeting.

5. Director's Report:

- a. Meetings: Susan reported that she attends regularly scheduled meetings. She met with Friends and discussed moving forward. Friends previously offered \$10,000.00 for future projects and still have enough to float their budget for FY 2021. They will not be holding the annual Book Sale, but are discussing the possibility of mini book sales or online venues for selling books. Additional online programs were discussed at length, and they are confident they can continue to support the library. The Clynk Bag program remains popular and is doing very well; bringing in about \$10,000.00 over 18 months. Friends are undertaking additional outreach for new membership. Libraries Build Businesses will hold a 2-day web-conference at the end of next week and will then be meeting every other week.
- b. Budget/Finance: Susan announced that Trish V. agreed to chair the Finance Committee. Meetings will be held on the second Wednesday of the month at 4:45 PM. The Town portion of our budget has been approved, the TPL portion will be available for a vote at the September Board of Trustee Business Meeting.
- c. Development: Susan reported that the committee is working on the Annual Report which goes out in the fall. Members of the Development Committee will be going out with Susan to meet with Business Supporters. She has already contacted several of the Business Supporters and has received \$1,000.00 with another \$1,500.00 promised. Jen Ecker, the Whitten Winner will be announced online and in print next month.
- d. Facilities: Susan said that the Town received \$290,000.00 from the State Municipal Grant. She submitted a request for touchless fixtures in the lavatories.
- e. Governance: The meeting was not held this month.

- f. Statistics: Susan noted that due to the COVID impact, our statistics are down. Patrons have been supportive of our outdoor programming, but we are not planning any programming in the building. The Gazebo has been used for small meetings in place of meeting rooms.
- g. Re-opening: The regular schedule was resumed on August 6. Susan expressed comfort with the 72-hour quarantine of returned items.
- h. Staff: Cleaning is done daily by our amazing staff, and they are working through new processes due to the pandemic.
- i. Susan reported she's been asked to sit on the Search Committee for the new Police Chief. The new Assistant Town Manager starts on Monday, August 24, 2020.

4. Old Business:

- a. Long-Range Plan review: Susan said the Long Range Plan, is something the Board can continue working toward. She received calls from Francis Eberle and Anne Bartoo, letting her know they are free to come and assist if needed. Helen K. identified a typo on page 2 under the Facilities bullet point, this will be corrected. Susan asked that the Governance Committee looks at the committee structures.
- b. FY 21 Meeting Calendar: The Board of Trustees Calendar of Meeting for FY 2021 has been published; some meetings may need to be changed.
- c. Susan noted that the packet for tonight's meeting contains the Board member's contact information, Board of Trustee calendar and committee listings. She asked to be informed of any changes that need to be made.

5. New Business:

- a. Meet with Town Officials to review Long Range Plan: Susan said that we routinely meet with the Selectmen at the end of our fiscal year or the beginning of the new fiscal year, but due to COVID we have not yet met with them. She suggested we invite the Select Chair, Vice-Chair, and Town Manager to the library for a meeting because it is on us to explain our needs. Joe T. suggested we toss the ball to them and follow through with requesting a meeting at the

library. There are two Selectmen seats open; Barbara S. suggested we approach them now before this election.

6. Next meeting dates: October 21, 2020, November 18, 2020, and December 16, 2020.

7. Adjournment: On a motion by Anne M., seconded by Barbara S., the meeting was adjourned, unanimously at 8:00 PM.

Respectfully Submitted

Topsham Public Library Board of Trustees
Business Meeting
(in-person and ZOOM)
September 16, 2020

Present: Diane Hender, Anne Macri, Deborah O'Neil, Hahna Patterson, Patricia Vaughn, Helen Kincaid, Kelley Glidden, Joe Trafton, Irene Martin, Barbara Swiderski, Director Susan Preece.

Absent: Owen Yabsira

1. **Call to Order:** The meeting was called to order by Diane Hender, President at 7:04 PM.
2. **Consent Agenda:** The Board reviewed the Consent Agenda which included minutes of August 19, 2020, Business Meeting, Development Committee report, Finance Committee report, The Friends report, and Governance Committee report. Deb made a motion to correct the second bullet on the Governance report to read, *TPL Finance, development, and facilities areas clearly match with TPL existing committee structure*. Joe made a motion to approve the consent agenda with the correction; Anne seconded the motion, and the motion passed unanimously.
3. **Director's Report:**
 - a. **Meetings:** Susan reported that she attends regularly scheduled meetings every week/month and also meets informally with staff, members of the public, and others in the regular course of her duties.
 - b. **Budget/Finance:** Susan announced the Finance Committee had a budget recommendation for the Board. Susan said reports were late because we are struggling with the Munis software system that the Town uses. She is hopeful for more training. TPL will undergo the annual audit tomorrow.
 - c. **Development:** Susan reported that she received a call from Priority Group; they will be sending a \$1,000.00 donation for the Santa Reads program. She has also received donation commitments from Highland Green and Wicked Joe. The Annual Report is undergoing final proofing and will be published in the October 2020 Cryer. An article about Jen

Ecker, the Whitten Winner will not be included in the report. An announcement will be made at a later date.

- d. Facilities:** Susan reported that we obtained estimates for touchless sink fixtures and a touchless water fountain. Unfortunately, the building's plumbing will not support automatic toilets and urinals. The estimate received was \$10,819.98 which will be paid for by the State Municipal Grant that the town received.
- e. Governance:** Susan reported that the Governance Committee plans to discuss their review of the long range plan at tonight's Board meeting.
- f. Staff:** Susan noted that Staff meetings would begin again this month.
- g. Town:** Susan reported that she met with the town's new Finance Director, George S. who is from Las Vegas and is very "pro library". The new Assistant Town Manager, Mark Waltz visited the library and spent about an hour and a half with Susan. She talked with him about the Businesses Support Program. The next day we received a check for \$1,000.00 from Mark, he explained that he owns Casco Bay Title and was so impressed with the library that he felt compelled to donate. He is now a Community Champion member of the Business Support Program. Susan was on the interview committee for the new town Police Chief which unanimously endorsed Marc Hagan. Marc has already been in touch with Susan about working with us, and has asked for photos for the police station. Susan reported that these three new town staff members are very happy with the library.
- h. Statistics:** Susan reported that our numbers were slowly recovering, but are nowhere near pre-pandemic numbers. Included in the Board packet is a detailed monthly statistics spreadsheet comparing the first two months of this fiscal year with the first two months of the last fiscal year. There are also three pie charts that will be included in the annual report. The night hours have been under review for a year, especially the winter months of January through March. Susan said she is considering recommending closing at 6 or 7 PM one or two

nights a week and will be getting ready to bring this to the Board.

4. Old Business:

- a. FY 21 Draft TPL Budget - *vote needed*: Irene reported that the monthly reports have been reviewed and after two months show a \$10,975.00 deficit. She assured the Board that until the Annual Appeal, the deficit is normal this time of year. The proposed budget was reviewed by the Finance Committee and they recommended the Board accept the budget. A line-item Designated Restricted line of \$5,000.00 was added for reconfiguration of the staff area following the Board vote last month. She mentioned that there are so many varying factors this year due to COVID-19 and the budget is based on actual numbers. If the deficit continues for the entire year, the money will need to come from the investment fund to keep the library going. Trish pointed out that we should be transparent and honest in light of this. She asked the Finance Committee to discuss ways we are going to use our endowment and said we need to discuss how much of the endowment should be kept as an investment and how much we should spend. She felt we need to touch the money or it may become problematic asking for more money when people see a lot of money untouched. Joe agreed that it is important to talk about what we are doing with the endowment, and it needs to be done quickly. Monday opening was money well spent and is an excellent example of using the endowment for a specific purpose. Trish asks the Board to let the Finance Committee know if they have any ideas on how to use this money in a way that is a benefit to the whole community. Anne asked why the box on the total payroll line is highlighted red. Susan replied that this is an FY 20 budget place holder because the contract was not signed. Two articles on balanced/deficit budgets were presented by Irene. Trish moved to accept the Budget, Kelley seconded the motion; the motion passed unanimously.

continuing the Highland Book Look again. The retirement of staff has not been an issue; everyone has stepped up. We are seeing bigger numbers on the weekends which create difficulties with social distancing, therefore, we need to be aware of the number of people in the library at a time. Overall patrons are incredibly positive, and some said they missed the library most of all during the lockdown. The library has some small heating system issues that are being addressed. She said she had seen a disturbing trend where Academic librarians/library collections are being cut in favor of on-line and other Learning Commons models. The remaining librarians are being assigned to other academic areas.

6. Next meeting dates: October 21, 2020, November 18, 2020, and December 16, 2020.

7. Adjournment: On a motion by Anne, seconded by Kelley, the meeting was adjourned, unanimously at 7:58 PM.

Respectfully Submitted

Topsham Public Library Board of Trustees
Business Meeting
(in-person and ZOOM)
October 21, 2020

Present: Diane Hender, Anne Macri, Deborah O'Neil, Patricia Vaughn, Helen Kincaid, Kelley Glidden, Joe Trafton, Irene Martin, Barbara Swiderski, Director Susan Preece.

Absent: Owen Yabsira, Hahna Patterson (due to technical issues with Zoom)

- 1. Call to Order:** The meeting was called to order by Diane Hender, President at 7:02 PM.
- 2. Special Guest, Derek Scrapchansky, Town Manager:** Derek introduced himself and spoke about his background. He said that he is impressed with the library and appreciated the history and culture of Topsham. He explained his collaborative approach as Town Manager and the changes he is working to implement. He talked about the challenges he encountered during the pandemic, especially working within the Governors guidelines to hold the town meeting. This was eventually held as a drive-in meeting at the Fairgrounds. He discussed the upcoming election and has secured Mt. Ararat High School Gym as the new polling place. Barbara said she was skeptical about the drive-through town meeting, but found it was well planned and executed. Joe said he was equally impressed, but the meetings are a concern of his due to low attendance. He said this can throw a monkey wrench into the library because of a few people with gripes or questioning the size of the budget. Derek said he is trying his best to make sure the public is more aware of what is going on by attending neighborhood meetings, updating the town's website to relay more information, and presenting a more active Social Media presence.
- 3. Consent Agenda:** The Board reviewed the Consent Agenda which included minutes of September 16, 2020, Business Meeting, Development Committee report, Facilities Committee report, Finance Committee report, and The Friends report. Barbara made a motion for a correction in the second bullet on

the Development Committee report to read, *25 instead of 30 letters*; as well as correcting the comma on the total income amount in the bullet 3-a on the Friends report. Diane made a motion to change *the committed to the committee* in the next-to-last paragraph on Community Engagement, the fourth line of the Development Committee report. Irene made a motion for a correction in 4-a, Old Business of the Business Meeting minutes to read, *Susan replied that this is an FY 20 budget place holder because the contract was not signed*. Susan said we would get the corrections made. Barbara made a motion to approve the consent agenda with the corrections; Anne seconded the motion, and the motion passed unanimously.

4. **Director's Report:** Susan's written report was included in the meeting packet. Susan informed the trustees that the library will be closed on December 26, 2020, and will be open on January 2, 2021. Barbara said upon review of the monthly statistics chart she was surprised that the WIFI usage is so high when people are not coming into the library. Susan explained that people are using WIFI in the parking lot and the gazebo. Joe said the increase in audio and EBook's shows the library has an interest in reaching patrons in a different way.

5. **Old Business:**

- a. Susan said the meeting with the Selectmen is set with a tentative date of November 12, 2020, at 6:30 PM. She said she gives a 10-minute presentation and will also discuss the Long Range Plan. Susan asked if any trustees would like to come, let her or Diane know.
- b. **Community Engagement Committee Members/Meetings:** Deb said the committee will meet right before the monthly Board Meeting in January at 6:00 PM. They will look at goals and distribute them to other committees or set aside. After this meeting, they will then decide when to meet in the future. The current committee members are Diane Hender, Deb O'Neil, Kelley Glidden, and Trish Vaughn. Diane asked if any other trustees would like to volunteer for this committee to let her know.

5. **New Business:** Susan said evening attendance in the winter had been dropping over the last 2 years. This year with no programming at all and limited space we are at half of our normal evening numbers. The cost for staff, utilities, and town staff to maintain the parking lot and sidewalks in the event of snow is not supported by our current schedule. Susan proposed instituting winter hours from November 1, 2020, through March 1, 2021. The winter schedule would be Monday, Friday, and Saturday 9-5; Tuesday, Wednesday, and Thursday 9-6. Anne said she would like to have hours until 7 PM one night a week. This was discussed, it was decided to go with Susan's proposal and if there are patron complaints it can be revisited.
6. **Next meeting dates:** November 18, 2020, December 16, 2020, and January 20, 2021.
7. **Adjournment:** On a motion by Deb, seconded by Trish, the meeting was adjourned, unanimously at 8:18 PM.

Respectfully Submitted

Topsham Public Library Board of Trustees
Business Meeting
(in-person and ZOOM)
November 18, 2020

Present: Diane Hender, Deborah O'Neil, Patricia Vaughn, Kelley Glidden, Joe Trafton, Irene Martin, Barbara Swiderski, Director Susan Preece. Attended via ZOOM: Anne Macri, Helen Kincaid, Hahna Patterson

Absent: Owen Yabsira

- 1. Call to Order:** The meeting was called to order by Diane Hender, President at 7:01 PM.
- 2. Consent Agenda:** The Board reviewed the Consent Agenda which included minutes of October 21, 2020, Business Meeting, Development Committee report, Governance Committee report, and Treasurer's report. Trish made a motion to approve the consent agenda; Kelley seconded the motion, the motion passed unanimously.
- 3. Facilities Committee Report:** Joe briefly reviewed the Architectural Service Agreement for Administrative Space Redesign, Furniture Selection & Construction Bid Documents from ARCADIA Designworks, and focused on bullet point IV., Compensation. ARCADIA requires \$11,420 for schematic design drawings and specifications, furniture layout, selection and specifications and, construction and bid documents. The Board has already set aside \$5,000. Susan said she is asking to allow for an additional \$2,000 for a total of \$8,420 for ARCADIA to assist with the resale of existing furniture. Joe made a motion to approve moving ahead with the compensation and suggested we use the Solomon Fund for the balance. Trish said the finance committee met prior to tonight's Board meeting and decided to leave the principal of the Solomon Fund intact for now, but mentioned using the money it is generating. Irene said that the library receives a \$7,200 disbursement per quarter. Susan suggested the possibility of using the Hammond bequest. The allocation of this money has not been discussed, but it is sitting in the checking account. After some discussion, Susan

suggested the Board make a decision to approve the motion and kick it back to the finance committee to find the funds. Hahna said he supported this and seconded the motion, the motion passed unanimously.

4. **Finance Committee Report:** The finance meeting report was covered in the Facilities discussion.
 5. **Director's Report:** Susan's written report was included in the meeting packet. Susan said the library was having issues with Comcast emails, but this has been corrected. Susan will be holding a staff meeting on Thursday 11/19/2020. She said that some volunteers have asked to step back due to the increased COVID numbers. She reported that our circulation numbers are only 18% lower than the same time last year even though the number of people in the building has decreased by 120%. The study room has not been used very often and we have not advertised its availability due to the increased COVID numbers. Susan said she has been talking with other libraries across the state and said there is fear in the library community as the COVID numbers increase, people are feeling more uncomfortable and stress levels are heightened due to dealing with the public. Here at TPL, we are following guidelines and doing everything we can to keep ourselves and the public safe. A copy of the Town's annual library report was included in the packet. Susan said Derek Scrapchansky was pleased with the Board of Selectmen meeting on November 12, 2020.
5. **Old Business:**
 - a. There was a conversation about the Board of Selectmen meeting, their misconceptions, and the negative tone of Selectman Matt Nixon. Susan said he stopped in to see her the day after the meeting to continue the discussion; she encouraged him to keep in touch.
 - b. **Community Engagement Committee Members/Meetings:** Deb said the committee will meet right before the monthly Board Meeting in January at 6:00 PM. They will look at goals to decide if any are attainable and can be passed to other committees.

- 6. New Business:** Susan distributed the 1st draft of the 2022 budget. She reviewed the percentage increases and reallocated money from the periodical line to the electronics line. Barbara said the money in the Tech line seemed to be a little low and asked if Susan is comfortable with the increase. Susan said the draft shows just town money, we have our own budget that is Tech heavy. Anne asked if this draft included Monday hours and the reduction for winter hours. Susan said the reduction in winter hours is only 7 hours a week for 4 months and will then the hours will be added back in. She said she can go into more detail as the budget work progresses. Joe asked about replacing the 2 full- time staff members that recently retired. Susan said these positions are no longer budgeted, however, the Development Coordinator position is still in the budget. She said she and Cyndi are reviewing the position and may reallocate these tasks to other staff members and expanding the bookkeeper/administration position. Susan said the Annual Appeal project was the smoothest release she has seen in her time here, donations are coming in and some donations have increased. Trish asked if we wanted the Finance Committee to go over the numbers. Irene said everything is in the packet and actually shows a surplus in October due to the Hammond bequest.
- 7. Next meeting dates:** December 16, 2020, and January 20, 2021.
- 7. Adjournment:** On a motion by Barbara, seconded by Trish, the meeting was adjourned, unanimously at 8:00 PM.

Respectfully Submitted

Topsham Public Library Board of Trustees
Business Meeting
(in-person and ZOOM)
December 16, 2020

Present: Deborah O'Neil, Patricia Vaughn, Joe Trafton, Director
Susan Preece. **Attended via ZOOM:** Anne Macri, Kelley Glidden,
Helen Kincaid, Hahna Patterson, Irene Martin, Owen Yabsira
Absent: Diane Hender, Barbara Swiderski

- 1. Call to Order:** In Diane Hender's absence, Deb O'Neil called the meeting to order at 7:02 PM.
- 2. Consent Agenda:** The Board reviewed the Consent Agenda which included minutes of November 18, 2020, Business Meeting, Development Committee report, Governance Committee report, Finance Committee report and, The Friends report. Joe made a motion to approve the consent agenda; Trish seconded the motion, the motion passed unanimously.
- 3. Director's Report:** Susan's written report was included in the meeting packet. Susan discussed implementing a new quarterly card for non-residents due to COVID. Local libraries are returning to curbside pickup and we are seeing more patrons from these libraries. Anne M. asked what might lead us to close our doors to the public. Susan said this decision is based on numbers that fall into the grid; square footage etc. She said other libraries are feeling pressure from staff due to lack of patron compliance. Patrons are incredibly grateful that we are open; we will not jeopardize anyone's health and if the Town closes their offices, we will close as well. The state legislature passed a law on January 1st that allows anyone not in a benefit holding position to earn an hour of PTO for every 40 hours they work. Susan said this would not impact us at the library because we have only one person in this category. Susan will be submitting the budget to the town on Monday. They will not be using Munis and will work off an Excel spreadsheet for this budget season. Susan also reported that our Business Supporter Crooker Construction is irritated with the town, therefore, will not be donating to the library this year. Susan spoke with John

Shattuck to see if there are issues she is not aware of and said that their decision not to donate has nothing to do with the library.

4. Old Business:

a. Deb mentioned that the Community Engagement Committee will hold its first meeting prior to the Board of Trustee meeting on January 20th at 6 PM.

5. New Business: Susan proposed that the March Board of Trustee meeting be moved to March 24 due to a conflict with a Board of Selectmen meeting. The Board agreed to the change. The May meeting may also need to be rescheduled; information will be forthcoming.

6. Adjournment: On a motion by Anne, the meeting was adjourned by acclamation at 7:19 PM.

Respectfully Submitted

Topsham Public Library Board of Trustees
Business Meeting (Zoom)
January 20, 2021

Present: Diane Hender, Deborah O'Neil, Patricia Vaughn, Kelley Glidden, Joe Trafton, Irene Martin, Barbara Swiderski, Director Susan Preece, Anne Macri, Helen Kincaid, Hahna Patterson

Absent: Owen Yabsira

1. **Call to Order:** The meeting was called to order by Diane Hender, President at, 7:00 PM.
2. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of December 16, 2020, Business Meeting, Development Committee report, and Finance Committee report. Joe asked for clarification of the Development Committee Report on donor retention. Susan explained how these donations were tallied. Joe made a motion to approve the consent agenda; Helen seconded the motion; the motion passed unanimously.
3. **Director's Report:** Susan's written report was included in the meeting packet. Susan discussed the changes in patron visits (PV) and circulation (Circ) on the statistics page. There is a steady increase in patrons visiting the library, and we average 104-105 per day. Circulation has also increased from -53% in July to -2% in December. Cloud Library and audiobook usage have increased 82% between FY 20 and FY 21. Susan asked Dale Morgan to put together an annual website viewer review. She highlighted the top 10 hits. Susan said that in the future, Dale will come to a Board of Trustee meeting to talk about what the stats from the website mean. Due to increased cases of COVID in Sagadahoc County, the 2-hour use of the Community Room has been suspended and 30-minute visits are strictly enforced.
4. **Old Business:**
 - a. The Community Engagement Committee met for the first time before tonight's Board meeting. Deb said they met to review goals and objectives, prioritized them, and decided if any can be passed on to other committees. It was decided some action could be taken during the COVID pandemic and they prioritized the following: Increased outreach to community members and improving community connections. Technology goals best practices and innovations. Goals were not passed out to other committees at this time. The committee will meet again next month before the Board of Trustees meeting.
 - b. **Board Skills Assessment:** Susan shared a screenshot of the new Board Skills Assessment form. Diane explained this form would help the board in its recruiting process for Board of Trustee openings by targeting specific skills. Susan will send a copy out tonight to current trustees

and, Diane asked them to fill out each line, identify themselves or remain anonymous and email or drop off by 02/04/21.

5. New Business:

- a. FY 22 Town Budget Presentation draft: Susan spent several hours with the Town Manager, Assistant Town Manager, and Finance Director looking at the budget, explaining how it is funded, how we do what we do and why we do things the way we do. She shared her PowerPoint slides of the FY 22 Town Budget Presentation draft with the board. Slide #1 reviews the basics about COVID realities; how this applies to the library's hours, personal space constraints, and staff job tasks and processes. Slide #2 reviews budget changes for FY 22; and shows decreases due to personnel changes, postage, fuel, and electricity costs. Advertising costs have increased, membership line 503020; was added back in to include MMA membership as part of personnel cost, and Technology costs have increased. Our budget request from the town is over \$20,000. less than last year, mainly due to personnel changes.

6. **Other Items:** Diane mentioned that we have a trifold brochure detailing the Legacy Giving Program and thanked the Development Committee. Susan included this brochure in the Board Packet.
7. **Next meeting dates:** February 17, 2021, March 24, 2021, and April 21, 2021, at 7:00 PM.
8. **Adjournment:** On a motion by Helen, seconded by Anne M., the meeting was adjourned, unanimously at 7:34 PM.

Respectfully Submitted,

Topsham Public Library Board of Trustees
Business Meeting (Zoom)
February 17, 2021

Present: Director Susan Preece, Diane Hender, Deborah O'Neil, Patricia Vaughn, Kelley Glidden, Joe Trafton, Irene Martin, Barbara Swiderski, Helen Kincaid, Hahna Patterson.

Absent: Owen Yabsira, Anne Macri

1. **Call to Order:** The meeting was called to order by Diane Hender, President at, 7:02 PM.
2. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of January 20, 2021, Business Meeting, Development Committee report, Facilities Committee report, Finance Committee report, Governance Committee report, and The Friends report. Joe made a motion to approve the consent agenda; Helen seconded the motion; the motion passed unanimously.
3. **Director's Report:** Susan's written report was included in the meeting packet. Susan will be presenting the FY 22 budget to the Town on February 25, 2021. A copy of the final draft was included in tonight's Board packet. Susan attended the Friends meeting on February 4. She said they are anxious to get back into fundraising and are discussing possible avenues to hold their annual book sale. The library will be going back to regular hours on March 1. Also beginning in March, the library will begin its partnership with the Career Centers. We will be offering, by appointment, one on one 45-minute Zoom session consultations with a career counselor. Susan provided patron visits and circulation reports, and a Little Green Light fundraising totals report, comparing the last 3 fiscal years. She advised the board that the report from Little Green Light is not a financial statement, it is a fundraising total.
4. **Old Business:**
 - a. Susan reviewed the TPL FY 22 Town Budget Presentation draft. She asked if the Board thought she should give the Town a copy of the Annual Appeal chart. It was agreed that she would not present it to the Town, but will have it available just in case they request it.
5. **New Business:**
 - a. Irene shared and explained the FY 20 Audit and 990. We had a good audit. Irene said we are advised every year that more controls are needed, but because of limited staffing we are unable to do this. Helen moved that the FY 20 Audit and 990 be accepted; Trish seconded the motion; the motion passed unanimously.

- b. Whitten Honorees:** The Development Committee discussed holding the Whitten Society Event outdoor, later in the fall. Mike Labbe, Topsham's EMS director, and Merry Meeting Gleaners were discussed as possible honorees. Susan and Kelley asked the Board to suggest a few additional candidates and to email them these suggestions. Kelley said a deadline for these suggestions would be set at the next Development Committee meeting.
- 6. Other Items:** Joe reported that the Facilities Committee met on February 9th. They discussed areas in the library that are cold and need thermal window coverings. Trish said the Finance Committee also talked about this as well as the need for new desks due to ergonomic issues. Cyndi received estimates of \$12,000 to \$15,000 to purchase both. Trish said that the funds are available; she made a motion to purchase and install thermal blinds and replace all desks with sit/stand desks; Helen seconded the motion, and the motion passed unanimously.
- 7. Next meeting dates:**
 - a. TPL Board Meetings:** March 24, 2021, April 21, 2021, and May 19 at 7:00 PM.
 - b. Town meetings:** February 25, 2021 - Town Budget presentation on Zoom; March 17, 2021 - BOX/FC budget review on Zoom; April 15, 2021 - Public Hearing on Budget.
- 8. Adjournment:** On a motion by Joe, seconded by Helen; the meeting was adjourned, unanimously at 8:00 PM.

Respectfully Submitted,

Topsham Public Library Board of Trustees
Business Meeting (Zoom)
March 24, 2021

Present: Director Susan Preece, Diane Hender, Deborah O’Neil, Patricia Vaughn, Kelley Glidden, Joe Trafton, Irene Martin, Barbara Swiderski, Helen Kincaid, Hahna Patterson, Anne Macri

Absent: Owen Yabsira

1. **Call to Order:** The meeting was called to order by Diane Hender, President at, 7:00 PM.
2. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of February 17, 2021, Business Meeting, Development Committee report, and Finance Committee report. Kelley added that the deadline for any Whitten honoree nominees is April 6, 2021. Barbara made a motion to approve the consent agenda; Kelley seconded the motion; the motion passed unanimously.
3. **Director’s Report:** Susan’s written report was included in the meeting packet. Susan reported that the library took delivery of the new desks and that the staff is *over the moon*. The Town of Topsham took 2 of the old desks and the other old furniture was picked up by the Portland Recovery Community Center. Susan was contacted by a UMA student, asking for a meeting, tour, and a discussion with our cataloger Jen. She was happy to come to our library, as no other libraries in the area are open to patrons. She emailed Susan saying she was impressed with the high level of our team and our behind-the-scenes service level. The library has had a lot of requests for quiet study spaces. We will be reopening the meeting room for 2-hour study spaces on a first come first serve basis on April 1, 2021. The room holds up to 10 people at a time, patrons will need to bring their laptops. A record of the number of people utilizing this area will be kept. Anne asked if the Winter hours were successful. Susan said they were and will consider keeping these hours yearly. Because we are not holding programs at this time we are still very slow in the evenings, she is considering cutting back evening hours again but will wait until summer to decide.
4. **Governance Committee Report and discussion:**
 - a. Board Assessment result: Deb reviewed the results of the assessment and asked if any qualities seem important that board members don’t have. Philanthropy and Media/PR were mentioned. Diane asked if any board members have personal connections with someone in local media or have any personal PR experience getting the word out. Barb suggested getting with local radio stations to “plug” the library. Anne said that the self-assessments are low; she feels that the board members have more skills and are not giving themselves enough credit.

- b.** Nomination/Interviews for FY22 Trustees: Deb reported that the committee met and decided on a deadline of April 16, 2021, for Board of Trustee applications. The committee has received three application packets. Interviews will begin the first week in May; new members will be proposed at the May 19, 2021 Board meeting and presented at the June 16, 2021 Board meeting. Deb asked fellow trustees to encourage people they know to apply. She asked that anyone interested in serving on the interview committee let Governance know by mid-April. She also asked if Board members were interested in serving as an officer, let Susan or Deb know. Susan also wanted to give trustees an out clause if anyone feels they don't want to continue on the Board of Trustees.

5. Old Business:

- a.** Update on FY-22 Budget process: Susan thanked everyone who attended the budget reconciliation meeting on March 17th. She said the Town manager noticed an error in the personnel budget; this changed the decrease to \$311.00. He explained the error and the change was accepted with no discussion. The Selectmen and Finance Committee approved the budget. The public hearing on the budget will be held on April 15, 2021
- b.** Facilities discussion of parking lot lights: Susan said she has talked with the Town about the parking lot lights for about seven years. The lack of lighting is a safety issue, especially in the winter when it is dark and slippery. Joe said the Town put this off due to other lighting projects. We received a bid for \$12,891.74, and he suggested we move forward with our money. Irene said we have the funds; the money can come from the Hammond bequest or the Solomon fund. Anne expressed concern that this may create a precedent with the Town and asked if this can be formalized. The Board discussed the pros and cons of a formal letter of understanding and agreed that Susan would approach the Town and have a conversation; she will come back to the Board with a proposal for a vote.

6. New Business:

- a.** The June Annual Board of Trustees meeting will be held on June 16, 2021. Susan said the public must be invited and can offer Zoom options. She is considering renting a 20x30 or 30x30 tent for the summer from New England Awning; this may enable us to hold the meeting outside.
- b.** Focus for April meeting: Memorandum of Understanding with Town of Topsham. The Town would like to review this memorandum. Susan would like to review the memorandum with the Board before her conversation with the town.

7. **Other Items:** Joe mentioned that last year we did not recognize Jen Ecker, as the Sara Whitten recipient. Susan said she did give her the award and that Jen prefers not to have a ceremony. Susan will give a short presentation about her at the next Whitten event. Susan asked for suggestions from the Board on the next Whitten recipient by April 6.
8. **Next meeting dates:**
 - TPL Board Meetings:** April 21, 2021, and May 19, 2021, and June 16, 2021 (Annual Meeting) at 7:00 PM.
 - Town meetings:** April 15, 2021 - Public Hearing on Budget.
9. **Adjournment:** On a motion by Anne, seconded by Helen; the meeting was adjourned, unanimously at 7:58 PM.

Respectfully Submitted,

Topsham Public Library Board of Trustees
Business Meeting (Zoom)
April 21, 2021

Present: Deborah O'Neil, Patricia Vaughn, Kelley Glidden, Joe Trafton, Barbara Swiderski, Helen Kincaid, Hahna Patterson, Anne Macri and Director, Susan M. Preece.

Absent: Diane Hender, Irene Martin, Owen Yabsira

1. **Call to Order:** In Diane Hender's absence, the meeting was called to order by Deborah O'Neil, Vice President at, 7:04 PM.
2. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of March 24, 2021, Business Meeting, Development Committee report, Finance Committee report, Governance Committee report, and The Friends report. Joe made a motion to approve the consent agenda; Barbara seconded the motion; the motion passed unanimously.
3. **Director's Report:** Susan's written report was included in the meeting packet. Susan reported that the library put a down payment on a tent for the grounds. She met with The Friends, and they will cover half of the cost. Susan said she would meet with the owner of New England Awning next week about becoming a member of the Business Support Program. If he agrees to donate \$3,000 toward the cost of renting the tent, he will be one of our largest donors. Susan applied for the forgiveness of the PPP loan, the application was accepted, and the loan was forgiven. The Town returned the money from this loan to the library. Susan suggested we put this money toward the lighting and door replacement projects. Susan discussed the statistics; we are still very slow in the evenings between 6 and 8 PM, but she hopes this will improve since we will be holding some evening programs outside this summer. Replacement of exterior doors and parking lot lights was discussed. A motion was made by Joe to approve the use of donation from the Town to repair and replace doors and outside parking lot lighting. Trish seconded the motion; the motion passed unanimously.
4. **Whitten Award candidates and discussion:** Kelly talked about the strong candidates reviewed by the Development Committee. The Development Committee ultimately decided to recommend John Larson. The reasoning behind that was his support of local business and that he was one of the original supporters of our Business Support Program. We want to recognize his support over the years of the library; and his commitments to the community. Kelly mentioned bringing back some of the other candidates to consider next year. The committee is looking at social media and the Annual Report to highlight and recognize other community partners and donors throughout the year. Hahna said he was particularly moved by the Merry Meeting Gleaners Giving Table groups intent, particularly during COVID. He wondered if there was some other way to

recognize them. He said he did have some emotion toward voting for them, but will vote in favor of John Larson. Kelley moved to approve the nomination of John Larson to receive the Sarah Whitten Award. Barb seconded the motion, the motion passed unanimously.

5. Old Business:

- a. Update Facilities discussion of parking lot lights. This was covered earlier in the meeting. Barb did ask about trimming the trees around the lights because the branches are obscuring the lighting. Susan said she would put in a request for that right away.

6. New Business:

- a. Memorandum of Understanding with Town of Topsham. Susan shared a PowerPoint presentation explaining the history of the library, the importance of the memorandum, and how it works. Board members discussed the memorandum and commented on how pleased they were that we have this in place.

7. Next meeting dates:

TPL Board Meetings: May 19, 2021, and June 16, 2021 (Annual Meeting) at 7:00 PM.

Town meetings: June 2, 2021 (rain June 3) at Topsham Fair.

- 8. Adjournment:** On a motion by Barb, seconded by Kelley; the meeting was adjourned, unanimously at 7:58 PM.

Respectfully Submitted,

Topsham Public Library Board of Trustees
Business Meeting (Zoom)
May 19, 2021

Present: Deborah O'Neil, Patricia Vaughn, Kelley Glidden, Joe Trafton, Barbara Swiderski, Helen Kincaid, Hahna Patterson, Diane Hender, Irene Martin, Anne Macri, and Director, Susan M. Preece.

1. **Call to Order:** The meeting was called to order by Diane Hender, President at, 7:02 PM.
2. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of April 21, 2021, Business Meeting, Development Committee report, Facilities Committee report, and Finance Committee report. Joe moved to approve the consent agenda; Trish seconded the motion; the motion passed unanimously.
3. **Governance Committee:** Deb reported that the Governance Committee completed their interviews for the open Board Seats and has recommended James Doyle and Phil Dostie for terms ending in 2024; and Nick Picard as the student member for the term ending in 2022. Joe asked why the committee did not choose more than two candidates. Deb replied, the committee concluded that they were best suited to join the Board at this time. Several of the other candidates were new to the community. Governance will recommend that they serve on a committee to help them become more familiar with the library. Barbara moved to recommend the two nominations; Anne seconded the motion; the motion passed unanimously. Deb said concerning the FY 22 slate of Board Officers; Governance has recommended: President: Deb O'Neil; Vice President: Kelley Glidden; Secretary: Anne Macri; Treasurer: Irene Martin. Anne made a motion to recommend the nominations; Barbara seconded the motion; the motion passed unanimously.
4. **Director's Report:** Susan's written report was included in the meeting packet.
 - Susan reported that the library received a bequest from Rosana (Rusty) Chute of \$152,569. Rosana's financial advisor told Susan that Rosana liked the library and the service she received.
 - Our yearly audit is again contracted with Smith & Associates.
 - We are working with Titan Mechanical to resolve a drain trap issue in the staff bathroom. The system will need to be drained, chlorinated, and restarted on a Monday around 3 or 4 PM to allow a shutdown overnight. The repair estimate is \$1600; Susan passed this on to the Assistant Manager of the town of Topsham.

- The Friends of the Topsham Library plan to hold their book sale outdoors under the tent on June 19 (rain date June 26).
- We hired Emily Muttell as a part-time library aide. She has a background in customer service and is happy and eager to be here.
- The Libraries Build Business Career Center Zoom conferences have been very successful. The Career Center asked Susan to invite additional libraries, she connected them with Auburn Public Library, Lithgow Library in Augusta, Bangor Public Library, Belfast Public Library, and Lewiston Public Library (as soon as they can open).
- Anne asked about the new mask mandate in effect on Monday, May 24. Susan said our mandate would stay the same until we receive official documentation from the Governor's office and the Town.

5. Old Business:

- a. Topsham Public Library FY 22 Budget (*vote*). The Finance Committee recommends the FY 22 Budget. Barbara made a motion to approve the budget as presented; Kelley seconded the motion; the motion passed unanimously.

6. New Business:

- a. Community Engagement-Brochure: Deb explained that the first action this committee addressed was to develop a brochure that outlines what TPL has to offer and ways the community can support our library. She asked the Board to look at the distribution list and let her know if there are additional names to add to the list. In the next few weeks, the committee will provide talking points to help introduce why we are distributing the brochures when meeting with the targeted places. Diane suggested we assure businesses we are not looking for financial support from them, we are just asking them to share this information. Susan said she will email everyone when all of the materials are ready. They will be available at the front desk with a list to mark off where you will be distributing them. Deb also said the committee is reviewing options for doing a virtual tour of the library, she asked for suggestions on what we want to showcase.
- b. Close the library on July 3 and July 5 for holiday (*vote*): Kelley made a motion in support of closing the library July 3 and July 5; Deb seconded the motion, the motion passed unanimously.
- c. Increase non-resident fees to \$75.00 in FY 22 (*vote*): Susan asked the Board to vote on increasing the non-resident library card fees to \$75.00 for patrons over 18; to \$35.00 for students over 16 and to \$20.00 for a 3-month card. She said the last increase was 2 years ago. Anne made a motion to raise the fees as proposed; Kelley seconded the motion; eight

trustees voted in favor of the motion, one opposed, and the motion passed.

- d. **Change hours in FY 22 (vote):** Susan reviewed 3 years of evening patron visits and found them steadily dropping. She said she feels that until we can open for programming it does not make sense to stay open until 8 PM 3 nights per week. She recommends shifting hours to, Monday, Wednesday, and Friday 9-6; Tuesday and Thursday 9-8, and Saturday 9-4. This shift does not change the open hours of 56 hours weekly. Hahna asked if we will adjust the hours when we do go back to normal programming. Susan said most programming takes place on Tuesday and Thursday evenings, but she will bring it back to the Board to revisit if the need arises. Kelley made a motion to formalize change of hours for FY 22; Deb seconded the motion, the motion passed unanimously.
7. **Annual Meeting and Business Meeting:** The annual TPL Board Meeting will be held on June 16 outside in the tent. Bottled water will be available in case it is warm.
8. **Next meeting dates:**
TPL Board Meetings: June 16 (Annual Meeting); July 21, August 18, 7:00 PM.
Town Meeting: June 2 (rain date June 3) 6:00 PM at Topsham Fairgrounds
9. **Adjournment:** On a motion by Anne, seconded by Barb; the meeting was adjourned, unanimously at 8:04 PM.

Respectfully Submitted,

Topsham Public Library Board of Trustees
Business Meeting
June 16, 2021

Present: Deborah O'Neil, Kelley Glidden, Barbara Swiderski, Helen Kincaid, Hahna Patterson, Irene Martin, Anne Macri, Philip Dostie, James Doyle, and Director, Susan M. Preece.

Absent: Patricia Vaughn, Diane Hender

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, Vice President at, 7:49 PM.
2. **Welcome and Introductions:** The Board of Trustee members introduced themselves; Phil and Jim were welcomed as new members.
3. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of May 19, 2021, Business Meeting, Community Engagement Report, Development Committee report, Finance Committee report. Anne moved to approve the consent agenda; Barb seconded the motion; the motion passed unanimously.
4. **Director's Report:** Susan's written report was included in the meeting packet.
 - Susan reported that Marijke Visser from ALA in Washington DC visited the library and was impressed with how busy the library is.
 - Three contractors were in last Tuesday to review plans for Phase 1. Bids will be returned by July 8; Susan will then review these bids with Patrick and suggested the Facility Committee postpone its meeting until after July 8.
 - A vagrant was sleeping on a picnic table on Eagle Path. Topsham Police encouraged him to find another place to stay. The town grounds staff will be checking to make sure he is gone.
 - The Friends of the Topsham Library plan to hold their book sale outdoors under the tent on June 19 (rain date June 26).
 - Susan will be on vacation from June 26 - July 6.
5. **New Business:**
 - a. Meeting Calendar for FY 22 was included in the meeting packet. Deb asked if 7 PM was a good time for everyone. It was decided to keep the time but to revisit if needed when the library will be changes its closing hours.

- b.** Committee Assignments were included in the meeting packet. Susan said any change requests should be emailed to her. Anne said all Board of Trustee members are welcome at any meeting.
 - c.** New Board member orientation has been split into two sessions; July 7 and July 21. All Board members are welcome to attend.
 - d.** Town of Bowdoin - pilot library card program; Bowdoin has put aside \$3,000.00 as a way for Bowdoin residents to obtain TPL cards. Residents will purchase a card for \$75.00, and take the receipt to the Town of Bowdoin offices for partial reimbursement. Anne asked if the staff will keep track of how many cards are issued. Susan said we have separate receipts to track these cards.
- 6. Next meeting dates:** July 21, 2021, August 18, 2021, September 15, 2021, at 7:00 PM
- 7. Adjournment:** On a motion by Barb, seconded by Anne, the meeting adjourned unanimously at 8:19 PM.

Respectfully Submitted,