

Topsham Public Library Board of Trustees  
Annual Meeting of the Corporation  
June 15, 2022

**Present:** Deborah O'Neil, Hahna Patterson, Anne Macri, Helen Kincaid, Kelley Glidden, Irene Martin, Barbara Swiderski, Phil Dostie, James Doyle, Diane Hender, Nick Picard, and Director, Susan Preece

**Members of the Public:** None

**Absent:** Patricia Vaughn

- 1. Call to Order:** The meeting was called to order by Deborah O'Neil, President at 7:04 PM.
- 2. Approval of Minutes of July 2020 Annual Meeting:** The Minutes of the Annual Meeting, June 16, 2021, were reviewed. Barbara made a motion to accept the Minutes with a correction to remove Patricia Vaughn as present, Phil seconded, and the motion passed unanimously.
- 3. President's Report:** Deb spoke briefly about how the library thrived and continued to serve the community in the previous year. Circulation has improved, and more programs are being hosted both inside and outside. The building renovations have provided employees with more efficient working environments. The Libraries Build Business initiative has inspired other local libraries to develop career-building, small business, and entrepreneurial opportunities.  

We have had a successful fundraising year. With Sitelines matching donation on Giving Tuesday and an anonymous \$5,000 matching donation for our Spring Campaign, we far exceeded our goal.

Book banning attempts continue to pose national and statewide challenges to school and public libraries. Because we are a Community Center for ALL, we will continue to provide a diverse assortment of books and materials.

Deb emphasized that our library is thriving as a result of a dedicated Board of Trustees, an exceptional Director, excellent staff, and a community that values the Topsham Public Library. She thanked the Board members for their work and dedication.
- 4. Long Range Plan/Committee Reports:** Committee chairs gave a brief update. Hahna reported that the Facilities Committee focused on the

rearrangement of staff offices and standup workstations for improved ergonomics. The committee oversaw the parking lot and interior lighting projects. In June, the Committee will conduct a walkthrough and report any issues to the Board and the Town.

Barbara reported that the Governance Committee reviewed and revised the personnel policy, the Bylaws, and the Collection Development and Reconsideration policy. The Committee interviewed one Board candidate but was unable to reach an agreement. Therefore, no new members will be added in FY 23.

Irene reported that the Finance Committee approved the Capital improvement projects; new lighting inside and out and the rearranging of the staff areas. The Committee developed an investment strategy. Our individual donation goals have been met, and we will conclude the year with a surplus.

Kelley reported that the Development Committee had a tremendous amount of success, thanks in large part to matching donations during the Giving Tuesday and Spring Campaigns. The Spring Campaign saw a significant increase over last year, as did the number of recaptured donors. Donations to the Whitten Society and the Business Support Program are consistent. The Committee is planning a video for social media outreach.

Deb reported that the Community Engagement Committee has begun distributing its brochures. They finished one video for social media outreach and are working on another one. The Community Engagement and Development Committees met to discuss the Annual Report and Appeal and will meet again in the future.

5. **Bylaw change (vote needed):** Barbara moved to accept the bylaw changes as recommended by the Board of Trustees. Kelley seconded the motion, and the motion passed unanimously.

#### 6. **Slate of Board Officers for Fiscal Year 2023:**

The Governance Committee recommends the following slate of officers.

- President: Deborah O'Neil
- Vice President: Kelley Glidden
- Secretary: Phil Dostie
- Treasurer: Irene Martin

Anne moved to accept the slate of Board Officers for Fiscal Year 2023. Kelley seconded the motion, and the motion passed unanimously.

- 7. Comments from the Trustees:** Diane said it has been a successful year due to the participation of the staff and Board and it has been a pleasure to serve on the Board.

Helen asked if the Community Television channel was used to promote the library. Susan stated that slides from our events run on TV and on our website. Social media connects the different Town departments. Susan spoke on behalf of the library staff, saying that the Board is fantastic to work with, that they are kind to the staff, and that we liked the lunch they supplied.

- 8. Comments from members of the public:** NA

- 9. Adjournment:** On a motion by Anne, seconded by Barbara, the meeting was adjourned unanimously at 7:23 PM.

Respectfully Submitted

Tami Santos, Scribe

Anne Macri, Secretary