

Topsham Public Library Board of Trustees  
Business Meeting  
July, 21, 2021

**Present:** Deborah O'Neil, Patricia Vaughn, Kelley Glidden, Philip Dostie, Barbara Swiderski, Helen Kincaid, Hahna Patterson, Diane Hender, James Doyle, Anne Macri, Nick Picard, and Director, Susan M. Preece.

**Absent:** Irene Martin

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 7:01 PM.
  
2. **Welcome and Introductions:** The Board of Trustee members introduced themselves and mentioned the number of years they have served as trustees and the committees they serve on.
  
3. **Opening statement:** President Deborah O'Neil highlighted many things to celebrate; including the library's handling of, and the community's support, during the pandemic. Deb is looking forward to the trustees working as a cohesive board and encouraged intentional congeniality. She announced Susan's intention to retire on 7/15/24 and in anticipation, the board needs to review policies, practices, and procedures to ensure a smooth transition. Deb closed by thanking Diane Hender for her service as past president.
  
4. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of June 16, 2021 Business Meeting and Finance Committee report. Barbara moved to approve the consent agenda; Helen seconded the motion; the motion passed unanimously.
  
5. **Director's Report:** Susan's written report was included in the meeting packet.
  - a. Susan updated the board contact list and meeting calendar. She requests that Trustees record their volunteer hours on the back of their name cards and write a "P" if they would like a paper copy of the monthly board packet.
  - b. Susan is on the interview committee for the new Director of the Gardiner Public Library.
  - c. The Town of Bowdoin patron card program is going well. We have issued or updated 11 cards.

- d. The Friends of the Topsham Public Library plan to hold their book sale outdoors under the tent and in the meeting room and gallery on September 17-19. The library will remain open during the sale. Susan asked Trustees to help with the cleanup on Sunday afternoon.
- e. Anne asked about Susan's role on the Community Center Committee. Susan stated that she was made aware that the library was not welcome to participate at this time, but believes that there will be an opportunity for the library to participate in the future.

**6. New Business:**

Kelley introduced the SWOT exercise. Trustees wrote out their thoughts on the strengths, weaknesses, opportunities, and threats facing the library. After posting the results, the Trustees were given an opportunity to elaborate on their comments. The points will be transcribed into a written document.

**7. Important Summer/Fall Dates:**

- a. Saturday, August 28- 1:00-2:30 PM -A JOY Garden Party (Celebrating the JOY events pre-empted by the pandemic)
- b. Thursday, Sept.16-Board of Selectmen Meeting at Town Offices-6:30 PM. Susan asked that representatives from the board's committees join her at the meeting.
- c. Friday-Sunday, Sept. 17-19- The Friends of Topsham Public Library Book Sale
- d. Sunday, October 10- 1:00-3:00 PM- Whitten Event
- e. Next TPL Board meeting dates: August 18, September 15, October 20 at 7:00 PM.

- 8. Adjournment:** On a motion by Anne, seconded by Helen; the meeting was adjourned, unanimously at 8:05 PM.

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
August 18, 2021

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

**Absent:** Patricia Vaughn, James Doyle, Nick Picard.

1. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of the July 21, 2021, Business Meeting, Development Committee Report, and Governance Committee Report. Barbara moved to approve the consent agenda; Helen seconded the motion; the motion passed unanimously.
2. **Facilities Committee Report:** Hahna reported that the committee looked at two bids for phases 1 and 2 of the construction plan. The committee decided that Fraser Ruwet Contracting proposal was the best option and agreed to recommend it to the Board. Arcadia Designworks' proposal for construction management was also considered, but it was placed on hold until a meeting with Mr. Ruwet.

After meeting with Mr. Ruwet, the Facilities Committee recommended bypassing construction management in favor of employing Patric Santerre (Arcadia) on an hourly basis if we have a specific need.

The new front and Community Room doors, as well as the hardware in all of the windows, have been installed. The electrician working on replacing the parking lot lights is unable to obtain the parts at this time, but the task should be completed before winter arrives.

Hahna made a motion on behalf of the Facilities Committee to proceed with phases 1 and 2 of the construction plan with Fraser Ruwet Contracting; Anne seconded the motion, and the motion passed unanimously.

3. **Finance Committee Report:** Irene went over the financial reports; it's the first month of the new fiscal year, and everything is on track.

The committee looked through Fraser Ruwet's proposal as well as our financial resources. The committee agreed to recommend an additional \$10,000 be added to the construction project budget, with a total amount of \$80,000 authorized to cover the project and any additional unexpected costs.

Susan will evaluate Policy Documents and Bylaws and provide feedback to Governance and Finance. The subject of Finance philosophy was tabled and

scheduled to be the sole topic of discussion during the September Finance meeting.

Hahna made a motion on behalf of the Finance Committee to use the Hammond and Chute bequests to pay for the facilities project and authorize the Director to use \$80,000 toward the project; Anne seconded the motion, and the motion passed unanimously. Susan will notify the town and get the permits.

4. **Director's Report:** Susan's written report was included in the meeting packet.
  - a. Development is working on the Annual Report, "Thriving in difficult times." The copy and layout must be completed by September 15 and drafts will be made available to anybody interested in reviewing them before they are published in the October Cryer.
  - b. Today, we received an ARPA grant (\$2750) from the Maine State Library which will be utilized for technology.
  - c. We'll need Board member help cleaning up after both the Whitten Event and the Friends Book Sale, so sign-up sheets were distributed.
  - d. Susan went over how we use the MSL Value Calculator and provided a written explanation in the meeting packet.
  - e. The staff puts on masks to reassure children and other patrons who are wearing masks and interacting with the staff
  - f. In October, the Community Room Calendar will tentatively open for smaller groups.
  - g. A Bowdoin Patron was grateful for the out-of-town library card but requested a refund because the Maine State Library offers free cards which can be used in the pilot Reciprocal Borrowing Program. Hahna felt that this undermines the small-town libraries. Phil suggested we develop a policy on the subject. Susan has reached out to the pilot program administrators to talk about this. The Board agreed to reimburse her.
5. **Unfinished Business:** Due to time constraints, Deb requested that we move the SWOT analysis discussion to the next meeting.
6. **New Business:** Barbara prepared a presentation on Meeting Protocol. This was done to establish and sustain a positive Board culture. Our bylaws require us to follow Roberts Rules of Order. The Board discussed Barbara's presentation and appreciated the suggestions for improvement of our meeting processes.
7. **Next meeting dates:** September 15, October 20, November 17 at 7:00 PM

**8. Important Summer/Fall Dates:**

- a. Saturday, August 28- 1:00-2:30 PM -A JOY Garden Party (Celebrating the JOY events pre-empted by the pandemic
- b. Thursday, Sept.16-Board of Selectmen Meeting at Town Offices-6:30 PM.
- c. Friday-Sunday, Sept. 17-19- The Friends of Topsham Public Library Book Sale
- d. Sunday, October 10- 1:00-3:00 PM- Whitten Event

9. **Adjournment:** On a motion by Anne, seconded by Hahna; without objection, the meeting was adjourned at 8:18 PM.

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
September 15, 2021

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

**Absent:** Diane Hender

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 7:00 PM.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Barbara moved to accept the agenda as presented; Anne seconded the motion; the agenda was approved.
3. **Consent Agenda:** The Board reviewed the Consent Agenda, which included minutes of the August 18, 2021, Business Meeting, Community Engagement Committee Report, and the Development Committee Report. Deb asked for a motion to accept the consent agenda. Kelley moved to accept the consent agenda as presented; Anne seconded the motion and the consent agenda was approved.
4. **Treasurer's Report:** Irene reviewed the Treasurer's report which was sent earlier in the week. She stated that we are on target for FY-22 at 16.67% after two months. The deficit is \$7,733.44, which is typical for the first part of the fiscal year and reflects the fact that most of our donations are received in the 2<sup>nd</sup> and 3<sup>rd</sup> quarter of our fiscal year.

We were awarded a \$2,750 federal ARPA grant through the Maine State Library. Susan explained how the grant works and that we must use the funds for the purpose specified in the grant application. We will use the money to buy E-books/audio and video and Tech hardware. An unrestricted bequest of \$22,007.90 was also received on September 3.

5. **Director's Report:** Susan shared an email she received from a new vendor, Ingram Library Services, explaining expected shipping disruptions and printing delays for books and printed matter, as well as the best strategies to deal with this. She stated that this is a problem related to the pandemic and is affecting all publishing.

Susan went to the new Sherman's Bookstore in Topsham Fair Mall and learned that all of their stores offer libraries a 25% discount on book purchases. She said John Larsen; the owner of Topsham Fair Mall knew the owner of the Sherman Bookstores and was working to get him to join the Business Supporter Program of Topsham Library.

The Circulation Statistics for August 2021 were reviewed. We are not where we were pre-pandemic, but circulation is steadily increasing.

Susan said we've had some interactions with stressed patrons that take a lot out of the staff. We have encountered some problems with facilitated DHS visits and have contacted the department and the chief of police.

Susan talked about (CPIC, Comprehensive Planning Implementation Committee) and their desire to hold meetings at the library.

Susan asked the Board of Trustee members to attend the Whitten Society's October 10<sup>th</sup> event; she will present the Sarah Whitten Community Service Award to John Larson. John's son Jeff will talk about his father, and Denise Tepler has indicated that she will present a Legislative sentiment at the event.

Linda Meadows has been working on the draft for the Annual Report, the final proof was completed on September 15 and will be sent to The Cryer.

Susan will be attending the Board of Selectmen Meeting at 6:30 pm on Thursday, September 16 with the Board Members. She asked committee chairs to attend and briefly share info about their committee's work. She reviewed her presentation.

## **6. Unfinished Business:**

- a. SWOT Analysis from 7/21 meeting. Kelley asked if the committees had an opportunity to discuss the analysis. She discussed that the Development Committee will strive to use targeted methods and increase our \$100 donation base by encouraging them to increase their donations by \$20 to join the Whitten Society. This year's Annual Report will highlight our partners within the community.

Anne said the Governance Committee did not specifically study the matter but is planning a review of the personnel policies.

Trish said that the focus of the Finance Committee is on financial policies and how to handle short- and long-range goals for library investments, emergencies, and funding projects. She said we need a more disciplined way to deal with the money.

Deb said the Community Engagement Committee decided to suspend the distribution of the brochure this month, but they will be released next month with follow up in six weeks. She talked about increased engagement on Social Media with snippets on programs.

Hahna said that the Facilities Committee had mentioned expanding our WIFI. Susan said we have one of the fastest levels in the state.

Kelley asked that the committees continue to check-in and keep the conversation moving forward.

Susan asked the Board to please come to the Fall events and volunteer.  
The annual audit is Thursday, September 16.

7. **Next meeting dates:** October 20, November 17, December 15 at 7:00 pm.

8. **Important Fall dates:**

a. Thursday, Sept.16-Board of Selectmen Meeting at Town Offices-6:30 pm.

b. Friday-Sunday, Sept. 17-19- The Friends of Topsham Public Library Book Sale *Clean up help requested*

c. Sunday, October 10 - 2:00-4:00 PM- Whitten Event *Clean up help requested*

9. **Adjournment:** On a motion by Anne, seconded by Helen; the meeting was adjourned, unanimously at 8:00 pm.

Respectfully Submitted,



Topsham Public Library Board of Trustees  
Business Meeting  
October 20, 2021

**Present:** Deborah O'Neil, Patricia Vaughn, Kelley Glidden, Philip Dostie, Barbara Swiderski, James Doyle, Irene Martin, Nick Picard, Helen Kincaid, and Director, Susan M. Preece.

**Absent:** Anne Macri, Hahna Patterson, Diane Hender

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 7:00 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Patricia moved to accept the agenda as presented; Helen seconded the motion; the agenda was approved.
3. **Presidents Report:** Deb expressed her thoughts on recent events. She mentioned that the Whitten Event had a low turnout, most likely due to the holiday weekend. This year's awardee, John Larson delivered a powerful speech, emphasizing the importance of libraries and reading. John Shattuck, the Town of Topsham's Director of Economic & Community Development spoke about John Larson, emphasizing how much he has done for the business community. He also spoke highly of the library. Deb stated that this is one of the Long-Range Plan's goals, which is to foster strong relationships between the Town and the Topsham Public Library.

Deb attended the most recent Friends meeting and invited a representative from the Friends to the Board of Trustees Business Meeting next month. Department heads from the staff will also attend each month to share information with the Board members.

Susan was interviewed by the Director of ALA Libraries Build Business on October 20, 2021. The interview was live-streamed on Instagram.

4. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of September 15, 2021, Business Meeting, Community Engagement Committee Report, Development Committee Report, Finance Committee Report, and Governance Committee Report. Helen requested a minor change to the attendance section of the minutes. Barb moved to accept the consent agenda with amendment; Kelley seconded the motion, and the consent agenda was approved.
5. **Treasurer's Report:** Irene went over the reports in the Board Meeting Packet. She stated that the Finance Committee reviews these reports monthly. She said the deficit at the end of September was \$5,600.00 which is typical for the first few months of the new fiscal year, but that we are doing better than last year.

6. **Director's Report:** Susan's written report was included in the meeting packet.

Susan reported that the library was doing well. Patron visits increased by 28%; Cloud Library and E-book usage decreased by 12%, but this is because the state's infusion of money has not been completed. Emma has been involved in the State Consortium.

The Merry Meeting Gleaners contacted Susan and asked if the Sharing Table could be moved inside for year-round use. Susan also said in the past, teenagers started Food for Fines, which allowed patrons to pay their fines with non-perishable foods.

Southern Midcoast Maine Chamber asked the library to host an After-hours event on November 4, from 4 to 6 p.m. Susan collaborated with Cory King on the Libraries Build Business program, and the LBB grant will cover the catering for the event. Susan invited members of the Board of Directors to attend.

The new walkway lights have yet to come in from the manufacturer. WellTree Inc. will be trimming trees branches away from the parking lot lights. A Brown-tail moth infestation was also noted in crabapple and oak trees. WellTree will provide Susan with an estimate for trimming and spraying the trees next year. She will bring this to the Facilities Committee.

The library will be closed November 8-14 due to the start of construction work on the building project. Susan asked Board Members to help clean out the shed on Saturday, November 23, to allow for temporary storage during construction.

Susan was informed that Topsham Development, Inc. cannot support the library this year due to a conflict of interest with Town funds.

7. **New Business:**

- a. **Financial Philosophy.** Trish discussed the philosophy of how to handle TPL money going forward. The Finance Committee reviewed several models and recommended: 60% of existing MCF funds remain in investments. 30% in a Capital account to complete building renovations. 10% as an Emergency/rainy day fund. Phil asked what happens to the 30% when the construction project is completed. Trish said the funds remain in investments until we tap into them. Helen said this philosophy shows the public that we are good stewards with donated money. Susan said this philosophy would help us with Development and when answering questions from the public and may encourage unrestricted donations. It was decided to hold voting until the absent members can review and ask questions.

8. **Adjournment:** On a motion by Helen, seconded by Kelley; the meeting was adjourned unanimously at 7:49 p.m.
9. **Next meeting dates** are November 17, December 15, and January 19 at 7:00 p.m.

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
November 17, 2021

**Present:** Deborah O'Neil, Patricia Vaughn, Kelley Glidden, Philip Dostie, Barbara Swiderski, James Doyle, Irene Martin, Nick Picard, Helen Kincaid, Anne Macri, Hahna Patterson, Assistant Director, Cyndi Burne, and Friends of the Topsham Public Library representatives Melissa Hoy and Erin Scott

**Absent:** Diane Hender, and Director Susan Preece

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 7:00 p.m. Cyndi Burne took Board Members on a tour of the construction project.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Barbara moved to accept the agenda as presented; Philip seconded the motion; the agenda was approved.
3. **Presidents Report:** Deb said while looking through reports the phrase #TPL Strong sprang to mind because our organization has remained strong throughout the pandemic. She also praised the Board Committees for their hard work.

The library recently hosted a Chamber After Hours event where Susan obtained a matching gift for up to \$1,000 for Giving Tuesday from Sitelines.

As a thank you to our staff, the Board will provide lunch during the January staff meeting. Barb asked if we needed to vote on the lunch. Irene said the miscellaneous line would be used to pay for this. Phil made a motion to authorize spending \$20.00 per head from the miscellaneous funds to purchase lunch from Wild Oats. Anne seconded the motion; the motion passed unanimously.

Deb shared a few of the patron quotes that appear on the Annual Appeal letter.

Emma Gibbon she said, will speak on the libraries Adult Services at the next Board meeting.

4. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of October 20, 2021, Business Meeting, Development Committee Report, Facilities Committee Report, and Governance Committee Report. Anne moved to accept the consent agenda; Kelley seconded the motion, and the consent agenda was approved.
5. **Presentation:** The Friends: Melissa Hoy and Erin Scott spoke briefly about their time as members and officers of the Friends. They discussed how the

Friends help the library by hosting an annual Book Sale and providing programming. They stated that new members are always welcome.

6. **Treasurer's Report:** Irene reported that we are one-third of the way into FY-22. In TPL activity fines and fees, we exceeded our budget and the Business Support Program has already met its budget amount for the year.
7. **Director's Report:** Susan's written report was included in the meeting packet. In Susan's absence, Cyndi reported when we reopened on Monday, November 15, 15 ILL totes were delivered. 351 items were checked out and 883 items were checked in.

The lighting for the parking lot, flagpole, and walkway has been completed, and AB Electric has been asked to provide a quote for replacing the four lights that line the driveway next spring.

Inside lighting ballasts have been on backorder for months. AB Electric anticipates trouble obtaining ballasts in the future and will submit a quote to replace our existing interior lights with LEDs.

Susan will be out for the next 2 weeks.

8. **Unfinished Business:**

- a. **Financial Philosophy.** The Topsham Public Library Financial Philosophy Statement was included in the Board packet. Trish made a motion that the Financial Philosophy Statement be adopted and be included in Topsham Public Library's Investment and Financial Policy statements. Helen seconded the motion; the motion passed unanimously.

9. **Adjournment:** On a motion by Anne, seconded by Phil; the meeting was adjourned unanimously at 7:42 p.m.

10. **Next meeting dates:** December 15, and January 19, and February 16, at 7:00 p.m.

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
December 15, 2021

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

**Absent:** Diane Hender

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 7:00 p.m.
2. **Approval of Agenda:** The presentation by Adult Services, Emma Gibbon was removed from the agenda. Barbara moved to accept the agenda with the change; Anne seconded the motion; the agenda was approved.
3. **Town Manager, Derek Scrapchansky - FY23 Budget Process:** Derek gave an outline of the budget process for FY23. Budget plans, he said, begin 18 months before the next fiscal year. He talked about the budget issues this year, including COVID, supplies limitations, labor shortages, and new car shortages, which affect tax revenues. He stated that he, like all other town managers, is grappling with inflation, and he plans to work on ways to retain employees.

Trish expressed concern about Capital issues that will need to be addressed during the next 3 years. Derek explained that he began a preventative maintenance program to maintain infrastructure and that he budgeted for these issues by establishing a Capital Replacement Line.

Deb stated that the Board of Trustees would like to meet with the Board of Selectmen more frequently to strengthen communication and the relationship.

Derek said that the Board of Trustees signed a Memorandum of Understanding a few years ago that stipulated an 85-15 percent split. He believes some of the wording in the agreement is ambiguous and would like to meet with the Board to review the agreement and make some modifications.

The Board discussed the history of the MOU after Derek left. The Board will wait to hear from Susan after her January 11 budget meeting with Derek to discuss next steps.

4. **Presidents Report:** Copies of the President's report were distributed to the Board members. Deb discussed the TPL's vision and how grateful our patrons are to have access to our resources.

She mentioned some of the staff had challenging experiences with patrons, such as homelessness and significant mental health issues.

Deb talked about groups organizing to challenge or ban specific books from public schools and public libraries. At York Maine Middle School, there was such a challenge. Community members gathered and asked members of the school committee to keep the challenged book and others on the shelves. She said the Board might consider examining this issue in preparation for the possibility this effort could take place in our community.

The Board will provide a thank you lunch for the TPL staff on January 13<sup>th</sup>.

5. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of November 17, 2021, Business Meeting, Community Engagement Committee Report, Development Committee Report, and The Friends Report. Trish moved to accept the consent agenda; Phil seconded the motion, and the consent agenda was approved.
6. **Finance/Treasurer's Report:** Irene said we have a deficit that is not unusual for November. An Annual Appeal donation report was shared at the Finance meeting; she feels the appeal is going well.
7. **Director's Report:** Susan's written report was included in the meeting packet. Susan reported that the carpet in the back would be installed on Friday, December 17; the glass for the cubicles is on back-order and by January 1<sup>st</sup> the renovations will be almost 100% complete. Four new outdoor lights for the front walkway have been ordered. WellTree was here and did a great job pruning and removing the Brown-tail moth nests.

The library patron numbers are still not pre-pandemic; however, we will be starting programing in a loose fashion in January 2022.

Susan said she is working with the Topsham police department and General Assistance office on homeless issues. She said libraries deal with this a lot and it is now happening in our community. She assured the Board that we have a panic button, have done active shooter and threatening people training, and have worked on ways to mitigate panic by being prepared.

8. **Adjournment:** On a motion by Anne, seconded by Kelley; the meeting was adjourned unanimously at 8:17 p.m.
9. **Next meeting dates** are January 19, February 16, and March 16 at 7:00 p.m.

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
January 19, 2022

**Present:** Deborah O’Neil, Patricia Vaughn, Philip Dostie, Barbara Swiderski, James Doyle, Irene Martin, Nick Picard, Hahna Patterson, Director, Susan Preece, and Adult Services, Emma Gibbons.

**Absent:** Diane Hender, Kelley Glidden, Helen Kincaid, Anne Macri

1. **Call to Order:** The meeting was called to order by Deborah O’Neil, President, at 7:00 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Barbara moved to accept the agenda, James seconded the motion; the agenda was approved.
3. **Presidents Report:** Copies of the President’s report were distributed to the Board members. Deb discussed the TPL’s Collection Development Policy, advising Board members to read it so they are prepared if a patron or community member challenges any of the library’s books or the policy.  
  
She stated that the staff luncheon scheduled for January would be postponed until the spring due to an increase in COVID numbers.
4. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of December 15, 2021, Business Meeting, Development Committee Report, Governance Committee Report, and Finance Committee Report. Barbara moved to accept the consent agenda; Trish seconded the motion, and the consent agenda was approved.

**Presentation: Adult Services, Emma Gibbon.** Emma talked about her job and how there is never a typical day. She not only manages the adult collection and programs, but she covers the circulation desk, trouble shoots, counsels, and listens to patrons. She believes that being hands-on is important for her because it allows her to get a feeling of what people are looking for, and that human interaction is considerably more instructive than just looking at statistics. Numbers don’t always tell the whole story. Emma said, The Friends of TPL provide funding for the programs. Programming is now “COVID planning” not normal programming. Even though program attendance has dropped, she believes that if only one person shows up and the program changes their life in some way, it was a success.

She also talked about the difficulties she has in purchasing and receiving books and DVDs during the pandemic, and her selection process for new items.



5. **Facilities Committee Report:** The committee approved Fraser Ruwet's final payment, according to Hahna. The new parking lot lighting is great and the remainder of the lights is currently on back-order.
6. **Treasurer's Report:** This month Irene presented the complete quarterly report which provides more detail than the monthly report. It is our custom to review the more detailed reports at the quarterly meetings to allow all board members to be familiar with the finances. The December totals for the Maine Community Foundation have not yet been received thus they are not reflected in the Balance Sheet. The Town of Topsham, TPL, and The Friends of TPL are all on track according to the Budget vs. Actuals report.
7. **Director's Report:** Susan's written report was included in the meeting packet. Susan brought up TPL's Collection Development Policy, as well as censorship issues in schools and libraries around the country. She shared a Facebook invitation she received privately concerning a Meeting of the Sagadahoc County Republican Committee to "*discuss CRT-drenched teacher training and LGBTQ gender-bender propaganda.*" She wanted the Board of Directors to be aware of what was going on in our community.

Rebecca Bodeen from the University of Maine is doing an internship at the library. She'll perform some archival work, organize TPL's historical documentation, meet with each department and collaborate with the Community Engagement Committee.

Susan is winding up the last few sessions of the Libraries Build Business Program.

8. **Long Range Plan Update:** Susan stated that the majority of the Committees had discussed their work on the Long-range Plan. Early teens and new residents are the two groups of patrons targeted by the Community Engagement Committee. The Financial Philosophy Document was created by the Finance Committee as a guideline for how we will approach money. Although charitable donations are down at the moment, the Development Committee is confident that we will meet our goals for the year. They're working on a percentage that we should be growing in terms of gifts and new donors. A Part-time Development Coordinator or a new Director with Development experience is being discussed by the committee. Thanks to LBB and ARPA funding, technology has upgraded computers and purchased a Vibe electronic whiteboard. Facilities will review the original plans for the next phase of the building project and make recommendations to the Board. The LRP was designed to be a living document that should be reviewed and changed as necessary. Susan stated that we don't know where we will be in the following months or how things will change.
9. **Adjournment:** On a motion by Barbara, seconded by James; the meeting was adjourned unanimously at 8:12 p.m.

**Next meeting dates:** February 16, March 16, and April 20 at 7:00 p.m.

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
February 16, 2022

**Present:** Deborah O'Neil, Barbara Swiderski, Irene Martin, Nick Picard, Hahna Patterson, Kelley Glidden, Helen Kincaid, Anne Macri, Director, Susan Preece, Children's Librarian, Mariah Sewall, and Intern, Rebecca Bodeen.

**Absent:** Diane Hender, Patricia Vaughn, Philip Dostie, James Doyle,

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 7:01 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Anne moved to accept the agenda, Kelley seconded the motion; the agenda was approved.
3. **Presidents Report:** Deb mentioned the Board of Trustees members' roles and responsibilities. She reviewed some of the areas in which the Board can advocate for the library in the community.

She also discussed Susan's FY23 budget presentation to the town Select Board and Finance Committee on Tuesday and urged the Board to review the recording of this meeting. The Select Board requested a meeting with the Trustees to discuss the town budget.

Deb noted the email that Susan forwarded to the Board from State Librarian, Jamie Ritter who offered to meet with us to discuss the library's role in recent book challenges.

She also mentioned that Governance Chair, Barbara Swiderski will provide information regarding FY23 open board seats and procedures later in the meeting.

4. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of January 19, 2022, Business Meeting, and Community Engagement Committee Report. Barbara moved to accept the consent agenda as presented; Anne seconded the motion, and the consent agenda was approved.
5. **Presentation: Children's Services, Mariah Sewall:** Mariah discussed her philosophy of Children's Services which centers on developing literacy for children. She described her interactive programming for the whole family. She uses a gentle approach to encourage positive caregiver/child interaction and cultivates a safe space for it to occur.

Mariah said that she relies on patron, children's, and professional reviews when working on the children's collections. She weeds items that haven't been checked out in 5 years, gives them away to patrons, and replaces them with the current selections.

Mariah said that the pandemic made programing more challenging, and talked about how she navigates this and how the pandemic allows her to explore new types of programs.

Mariah discussed publishing, technology, educational trends in libraries, and how books about LGBTQ and racism are being targeted for removal from the shelves across the country. She explained that these books are in our collection for a reason and that we need to be prepared and be familiar with our Collection Development Policy.

6. **Treasurer's Report:** Irene reported that we are 58.33% through FY22. Individual donations have increased slightly, Business Supporter donations have increased significantly, and MCF has experienced good growth in the quarter ending December 31, 2021.

Susan presented the Board with drafts of the FY23 budget for review. She went over document #1 and indicated that the \$45,000 increase reflects the rising cost of living, heating, and electricity, as well as the increased cost of publishing materials. She went over document #2, explaining the move of \$20,000 for Monday openings from Town, to Materials and Technology.

7. **Director's Report:** Susan's written report was included in the meeting packet. A donation report from the Development database was included in the packet. The Development Committee is attempting to collect core numbers of statistics regularly so that apples can be compared to apples. She requested that the Board review the report and let her know if there is a specific item anyone would like to see.

New WIFI pods have been installed, which have changed the way the statistics have been recorded. Dale will be attending a future Board meeting to technology.

Susan stated that one of our volunteers, Peggy Lord, passed away on February 3, 2022. The Topsham Public Library was chosen by the family as the recipient of memorial donations.

Susan met with the Select Board on Tuesday, February 15, to discuss the budget for FY23. She said that Trustees will review the recording of the meeting. The Select Board requested a meeting with the Board of Trustees prior to their budget deliberations to discuss issues that have arisen as a result of TPL's request to remove Solomon Funding from the Town's revenue budget. Most Trustees are available on February 28<sup>th</sup> or March 1<sup>st</sup>. Susan will send an email tomorrow to all concerned.

8. **Governance Committee:**

- a) Personnel Manual Draft has been reviewed and revised. A few significant changes have been highlighted in yellow. The document, according to Anne is not intended to be 100% comprehensive but is an overview of the library's preferences. Susan requested that the Board read through the material. The Governance Committee should receive feedback by March 2<sup>nd</sup>, and a vote will be held at the March Board meeting.

b) **Open Board seats and bylaws:** Barbara reported that the first term of three Board members would end in June. Two members would like to remain; one is undecided. The bylaws specify we can have nine to twelve members on the Board. If all three remain we have two openings to fill. In addition, another student Board position will be created. The application information will be available on the library's website. Anne mentioned that one of the Board members' responsibilities is to recruit, and she urged members to recommend persons for the positions. The application deadline is April 15<sup>th</sup>, and interviews will take place in May.

9. **Adjournment:** On a motion by Anne, seconded by Barbara; the meeting was adjourned unanimously at 8:27 p.m.

**Next meeting dates:** March 23, April 20, and May 18 at 7:00 p.m.

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
March 23, 2022

**Present:** Deborah O'Neil, Barbara Swiderski, Irene Martin, Nick Picard, Hahna Patterson, Kelley Glidden, Diane Hender, Anne Macri, Patricia Vaughn, James Doyle, Director, Susan Preece, and IT Coordinator; Dale Morgan.

**Absent:** Helen Kincaid, Philip Dostie

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 6:58 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Anne moved to accept the agenda, Diane seconded the motion, and the agenda was approved.
3. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of February 16, 2022, Business Meeting, Development Committee Report, Governance Committee Report, and Finance Committee Report. Barbara moved to accept the consent agenda as presented; Patricia seconded the motion, and the consent agenda was approved.
4. **Presentation: Technology, Dale Morgan:** Dale demonstrated how to use our new Vibe Digital Whiteboard. He showed how it could be used for video conferencing, mirroring your computer screen, and organizing ideas through writing and drawing. He is currently putting together a tutorial with instructions on how to use it. Organizations will be allowed to use the Vibe in conjunction with meetings held at the library.  
  
Dale shared his Inventory Spreadsheet and explained how he manages the library's device inventory. This procedure aids in both determining what needs to be purchased and for budgeting. He also shared spreadsheets that track TPL webpage hits by page and the number of patrons that ask for tech help.
5. **Treasurer's Report:** Irene reported that we are 2/3 into FY22, and; year to date very close to last year's budget. 73% of our individual unrestricted budget has been met. With the Spring Appeal in April, we should meet our goals.
6. **Directors Report:** Susan's written report was included in the meeting packet. Susan reviewed the donation report from the Development database and the patron and circulation statistics.

Volunteer appreciation week is approaching. Volunteers will be recognized with a small gift and bookplate that allows them to include their name in a book.

National Library Week will be celebrated April 3 - 9, 2022, and the launch of our Spring Campaign will coincide with National Library Week.

Susan is reviewing our Reconsideration of Library Materials Policy. She suggested adding; that applications under the Reconsideration policy be limited to Topsham Library Cardholders or Topsham taxpayers. She will submit the changes to the Governance Committee and the Board for approval once completed.

Susan will write a letter to Topsham Dental Arts requesting that they stop using the library's parking lot except for three spaces at the far end and not at all while we have events.

**7. Old Business:**

a) Personnel Policy Vote: Barbara moved to accept the changes to TPL Personnel Policy and Manual as presented by the Governance Committee with the understanding that the changes take place effective 7/1/2022. Anne seconded the motion, and the motion passed unanimously.

**8. Results of meeting with the Select Board:**

a) 3/16 FY 23 Budget Reconciliation.

b) 3/21 Workshop with Town officials. The outcomes of these meetings were discussed extensively. The Finance Committee will discuss a proposal to reduce the library's \$20,000 revenue support for Monday openings to \$10,000 for one year and reducing it to zero in FY24. The Finance Committee will report to the Board at the April meeting.

**9. Adjournment:** On a motion by Barbara, seconded by Anne; the meeting was adjourned unanimously at 8:32 p.m.

**Next Meeting dates:** April 20, May 18, June 15 (Annual Meeting) at 7:00 p.m.

**Important Meetings:** April 21\*\* at 6:30 p.m. FY 23 Budget Public Hearing

May 25 at 7:00 p.m. Town Meeting

\*\*Please not the error on the agenda: The Public Hearing has been moved to April 21<sup>st</sup> at 6:30 p.m.

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
April 20, 2022

**Present:** Deborah O'Neil; Barbara Swiderski; Irene Martin; Nick Picard; Hahna Patterson; Kelley Glidden; Anne Macri; Patricia Vaughn; James Doyle; Helen Kincaid; Philip Dostie; Cyndi Burne, Teen Services and Assistant Director.

**Absent:** Diane Hender; Susan Preece, Director.

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 7:00 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Phil moved to accept the agenda, Helen seconded the motion, and the agenda was approved.
3. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of March 23, 2022 Business Meeting, Community Engagement Committee Report, and Governance Committee Report. Anne moved to accept the consent agenda as presented; Patricia seconded the motion, and the consent agenda was approved.
4. **Presentation: Teen Services: Cyndi Burne:** Cyndi shared a brief history of her life at the library. She was a founding member of the Friends in 1998. She served as president of Friends and as a Library Trustee for 3 years. In 2001, she was offered a part-time desk position. In 2002, she took over the children's programming and assistant director's position. She oversaw the move to the new building and launched Teen Services, book groups, and the summer reading program. She served as a Selectman from 2003 to 2006. In 2004, the library hired a Children's Librarian and Cyndi kept the Teen Services. Because of growing responsibilities, she believes we need at least one part-time worker dedicated to Teen Services.

Cyndi handed out a draft of the summer reading program, which includes a teen survey. She asked Board members to review the survey and contact her if they had any suggestions. This summer, she will host an open dialogue book discussion beneath the tent about the graphic novel Maus.

Cyndi discussed the difficulty of attracting teens to the library and how we can provide our services to all students at Topsham Middle and High Schools. On April 26, she and Mariah will meet with Jodi Crawford of Learning Commons and Dough Ware, Community Learning Coordinator to further explore this.

In honor of Torri Santo Pelletier, Cyndi will be adding more material to the teen collection, especially the LGBTQ+. She voiced concern about the increased number of bans and challenges to materials, as well as the political slant this has taken on both sides. She included the following links for the Board to view.

<https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/88932-ala-releases-top-10-most-challenged-books-of-2021.html>

<https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/88966-congress-investigates-book-bannings-in-schools.html>

According to Barbara, the Governance Committee has been working on amending the Material Reconsideration Form. Anne stated that the committee has been working to clarify who is eligible to file a reconsideration request and that the updated form would be ready for the Board to review at the meeting next month.

Cyndi will be converting the shelving in the Teen Room from Static (spine out) to Dynamic (front-facing). She handed out photos of how this will look, and included a link.

<https://dontyoushushme.com/2022/02/28/embracing-dynamic-shelving/>

Cyndi wants teens to feel empowered when they go into the room, and she wants to make it easier for them to find books. She will have to remove some books and has been purging items that have not been checked out since March 2019. Deb said that the Community Engagement Committee has discussed targeting middle school and the beginning of high school ages. Phil recommended distributing Cyndi's Teen survey at the schools, and Anne added that we used to provide summer cards to non-Topsham residents. Cyndi said we no longer have funding for these summer cards. Trish suggested looking for a grant that addresses this specific issue.

**5. Treasurer's Report:** Irene reviewed Budget vs Actuals.

- a) FY 21 Audit review: Irene said Smith and Associates stated that this was the best audit they had ever completed for us. Irene thanked Tami Santos for her work in preparing the information. Irene explained each exhibit, she said that this is a draft and that the Board must approve the audit draft for the CPA to create Form 990. Trish moved to accept the draft as is. Anne seconded the motion, and the motion passed unanimously.
- b) Review of Select Board's request to reconsider FY 23 revenue contribution: Trish said the Finance Committee has agreed to meet the Select Board halfway with a one-time \$10,000 contribution and that we will accept the October 19 meeting date. Cyndi suggested that the meeting be postponed until after new Select Board members are elected in November. Anne said that the MOA seems to have a set date for the meeting in November. Phil proposed that we write them a letter informing them that we have a standing meeting scheduled for November. Anne moved to include a \$10,000 contribution to the Town revenue budget for FY 23 ~~from the Solomon Endowment~~, with the understanding that this will be the last contribution for Monday opening. She moved to amend the



motion and strike *from the Solomon Endowment*. Phil seconded the motion, and the motion passed unanimously.

6. **Directors Report:** Susan's written report was included in the meeting packet. So far, the total amount raised through our Spring Campaign is \$4,040. Cyndi added that A.B. Electric will complete the exterior lighting and replace the lighting in the adult and children's areas next week.
7. **New Business:**
  - a) **Bylaw changes for Annual Meeting-vote needed:** Barbara went over the proposed Bylaw amendments. There was some confusion over the language in the third bullet under *The Treasurer shall also*, so the Board decided to table the vote until this is reviewed.
8. **Adjournment:** On a motion by Barbara, seconded by Trish; the meeting was adjourned at 8:16 p.m.

**Next Meeting dates:** May 18, June 15 (Annual Meeting) at 7:00 p.m.

**Important Meetings:** April 21\*\* at 6:30 p.m. FY 23 Budget Public Hearing  
May 25 at 7:00 p.m. Town Meeting

Respectfully Submitted,

Topsham Public Library Board of Trustees  
Business Meeting  
May 18, 2022

**Present:** Deborah O'Neil; Barbara Swiderski on Zoom; Irene Martin; Kelley Glidden; Anne Macri; Patricia Vaughn; James Doyle; Philip Dostie; Diane Hender; and Susan Preece, Director.

**Absent:** Nick Picard; Hahna Patterson; Helen Kincaid

1. **Call to Order:** The meeting was called to order by Deborah O'Neil, President, at 7:00 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Diane moved to accept the agenda, Kelley seconded the motion, and the agenda was approved.
3. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of April 20, 2022 Business Meeting, Development Committee notes, Facilities Committee notes, and Finance Committee notes. Anne moved to accept the consent agenda as presented; James seconded the motion, and the consent agenda was approved.
4. **Finance Committee/Treasurer's Report:**
  - a) FY 21 Form 990 - **vote needed:** Irene stated that the Finance Committee recommended accepting the Form 990 that was prepared by Smith and Associates. Barbara noted a spelling mistake on Schedule O, page 2. Susan will notify the CPA and request that this be corrected. Kelley moved to accept the FY21 990 form as prepared by Smith and Associates. Phil seconded the motion, and the motion passed unanimously.
  - b) FY 23 Budget: Susan stated that the Finance Committee reviewed the FY 23 Budget and that the final draft is included in the meeting packet. Van delivery service will increase by 37%, which the state will try to mitigate. Audit costs will increase as well, albeit we will continue to use Smith & Associates. Based on their projections, the Friends requested that TPL move \$500 from the Friends budget. If the Town approves the \$813,632.00 warrant article, they will pay 82% and TPL would pay 17.62% for a total of \$987,602.00. A vote will be held at the June Board of Trustees meeting after the town budget is approved at the May 25<sup>th</sup> town meeting.
5. **Governance Committee Report:**
  - a) Nominating Committee Report: Barbara said that there is only one applicant for a new board member. The applicant will be interviewed during the Governance Committee meeting on June 1<sup>st</sup>, and if recommended, an email will be sent to the board members.

- b) Slate of Officers for FY 23: Deborah O'Neil will remain as President, Kelley Glidden as Vice President, and Irene Martin as Treasurer. Anne will relinquish her position as Secretary, and Phil Dostie will take her place.
  - c) Bylaw changes for the Annual Meeting - **vote needed**: Barbara moved to present the proposed bylaw changes to the Annual Meeting. Anne seconded the motion, and the motion passed unanimously.
6. **Director's Report:** Susan's written report was included in the meeting packet. Susan reported that the Spring Campaign is doing well; even without the anonymous match, we have seen a significant increase in donations and are now at \$7,870.00.

The Gallery and exterior lighting project are now finished. The Highlands Community Room's lights will also be replaced.

Circulation has rebounded, and we are back to where we were before the pandemic. Patron visits have not yet recovered, but programs are resuming, so we will see if this helps with these numbers.

The Libraries Build Business book has been published. Susan had her first evaluation meeting with the Career Center and other libraries.

The Friends have a new Officers Slate. Lori Aliberti, President; and Matthew Jauch, Vice President. They are looking forward to meeting with the Board of Trustees. The Friends Book Sale will take place on September 15<sup>th</sup> and 16<sup>th</sup>.

Julie McDuff's last day is May 19. She began as a volunteer and has been an employee for the past 16 years.

- 7. **Other Business:** The rescheduled staff luncheon will take place on June 9 at 1 p.m. Jammin' in June will begin at 1 p.m. on Saturdays in June.
- 8. On a motion by Anne, seconded by Kelley; the meeting was adjourned at 7:32 p.m. **Next Meeting dates:** June 15 (Annual Meeting) at 7:00 p.m.

**Important Meetings:** May 25 at 7:00 p.m. Town Meeting

Respectfully Submitted,

Tami Santos, Scribe

Anne Macri, Secretary

Topsham Public Library Board of Trustees  
Business Meeting  
June 15, 2022

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

**Absent:** Patricia Vaughn

1. **Call to Order:** The meeting was called to order by Deborah O’Neil, President, at 7:24 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Anne moved to accept the agenda, Kelley seconded the motion, and the agenda was approved.
3. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of the May 18, 2022, Business Meeting; Community Engagement/Development Committee notes; and Governance Committee notes. Anne moved to accept the consent agenda as presented; Kelley seconded the motion, and the consent agenda was approved.
4. **Collection Development/Material Reconsideration Policy update:**
  - a) **Vote needed:** Anne moved to adopt the Collection Development/Materials Reconsideration Policy as recommended by the Governance Committee. James seconded the motion, and the motion passed unanimously.
5. **Finance Committee/Treasurer’s Report:**
  - a) Irene reviewed the Treasurer’s Report. She stated that we only have one month left in this fiscal year and that the match donation for the Spring Campaign is not shown in this report, but that we have met our goal. One more Maine Community distribution is scheduled at the end of June. The report shows a deficit, but when the Capital expense is removed, we have a \$19,000 surplus.
  - b) FY 23 Budget - **Vote needed:** Susan said the Town approved the FY 23 Budget. Phil moved to adopt the FY23 Budget as recommended by the Finance Committee. Helen seconded the motion, and the motion passed unanimously.
6. **Director’s Report:** Susan’s written report was included in the meeting packet. Susan reported that as of May 31, \$93,911 has been raised. She feels that matching gifts are effective, and we will focus on this again.

On Monday, June 13, Susan took the Friends’ new Chair and Vice-Chair to dinner to discuss goals and going forward. In July, she will meet with the entire Board of Friends to discuss options and make decisions about future Friends initiatives.

Bowdoin College has three summer interns working for the Town of Topsham. Last week, these interns spent three hours at the library, asking excellent questions, particularly about budgets, for which Susan described how we distribute the funds.

Summer reading programs started today, with the theme Oceans of Possibilities. The patron statistics are looking great. Today we had roughly 160 patrons, most of whom were children signing up for the summer reading programs. People are eager to return to the library; programs are resuming; the knitting group has returned, and Jammin' in June has been a success.

7. **Other Business:** Anne reminded the Board that now is the time to start recruiting new Board members for next year. Two members' terms expire next year, and the seats must be filled. The application process opens in April; it is best to start recruiting now and revisit later in the year.

8. On a motion by Anne, seconded by Helen; the meeting was adjourned at 7:45 p.m.

**Next Meeting dates:** Wednesdays at 7:00 PM; July 20; August 17, and September 21

**The Friends of Topsham Public Library Annual Book Sale is Sept. 16-18.**

**Board assistance is needed for set-up and take-down.**

Respectfully Submitted,

Tami Santos, Scribe

Anne Macri, Secretary