

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

Present: Kelley Glidden; Barbara Swiderski; Irene Martin; Anne Macri; Hahna Patterson; Helen Kincaid; James Doyle; Diane Hender; and Susan Preece, Director.

Absent: Deborah O'Neil, Irene Martin, Nick Picard, Philip Dostie

1. **Call to Order:** In Deborah O'Neil's absence, the meeting was called to order by Kelley Glidden, Vice President, at 7:01 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Trish 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 the June 15, 2022 Business Meeting; Community Engagement/Development Committee notes; Facility Committee notes, Finance Committee notes and Governance Committee notes. Barbara moved to add the date July 13, 2022, to the Governance Committee notes and moved to accept the consent agenda with the correction; Helen seconded the motion, and the consent agenda was approved.
4. **Whitten Event and honoree:** *(joint Development and Community Engagement)* This year's honoree was proposed by the Committees as Charlie Crosby of The Cryer. Charlie has lived in Topsham for a very long time, has taken an active role in local politics, and is a major advocate for our library. The event will take place on Friday, November 4, 2022, in the evening. There is no set time as of yet. We will contact local wineries and breweries to see if a tasting event is possible, and Simply Susie's will handle the catering. The Whitten event will follow the Annual Report's theme of "Dwelling in Possibility."
5. **Director's Report:** Susan's written report was included in the meeting packet. There was no official financial report provided because Irene was not at the meeting, but Susan went over the accounts. She is quite happy with the total amount we were able to raise this year as well as the rise in Spring Campaign contributions brought on by the enthusiasm for the \$5,000 anonymous match. Two new part-time employees joined our staff. Sam Jamison and Paulla Estes. Circulation levels are almost back to pre-pandemic levels. It is challenging to get an exact patron count because due to outdoor programs, often these patrons are not included in our door count.

Susan has resigned from the Minerva Executive Board. She assured the Minerva Executive Board she would be available for consultation but felt it was time to concentrate more on our library.

Susan had a meeting with the Friends of the Topsham Public Library executive board. There is a new president and vice president. She remarked about The Friends' need for revitalization or a new direction as well as prospects for reinvention. She believes they may benefit from the Board of Trustees' knowledge, so she encouraged them to reach out and make sure they are all Friends members. She requested assistance from the Trustees with the annual book sale and to make a strong effort to recruit new Friends members.

A draft of Susan's presentation for the Board of Selectmen's meeting on August 18, 2022, was shared. She briefly went over her bullet points and asked the Trustees to let her know if they wanted any modifications. Hahna said he felt the phrase, "Our commitment to open communication" should be used in place of "Open Communication." Anne thought this would be a good time to remind the Selectmen about our November meeting.

6. **Board Calendar and FY23 meeting topics:** These topics were the subjects of lively discussions.
 - a) Staff: According to Diane, a succession plan is essential, and external staff training is a good way to further their careers. Because of COVID, Kelley believes it's critical to maintain the health and safety of the staff.
 - b) Building: Jim will step in as Facilities Chair, according to Hahna. He stated that the building tour was not completed and that a punch list is necessary because he was surprised by how much the minor issues added up. The prospect of creating a part-time maintenance position was discussed. Trish feels that the Board should review and prioritize what comes next for the renovation plans.
 - c) Community Issues/Ethics: Susan participated in a webinar workshop on improving libraries' energy efficiency. She said the town was investigating electric car charging stations and grants for the purchase of electric school buses. She met with the town's Energy Committee, and they talked about a solar kiosk with a charging station, Wi-Fi, seating, and a workspace. To get this, the Energy Committee and TPL may apply for a grant jointly. Anne said the Finance Committee is considering eliminating late fees for materials. Pros and cons were discussed, Susan said it first needed to be brought before the Governance Committee and then the full Board.
 - d) Overall Mission: Anne talked about discussing long-term strategies to get MSAD75 students to access the library. Jim asked if we could get feedback from the community and staff on what else we could be doing. Susan said pre-pandemic user groups among patrons for feedback were discussed. She stated that she would welcome input from the Trustees regarding the types of programs they would like to see. Jim also said that the board needs to be proactive about preparing for book challenges.
7. **Public Comment:** This area has been officially added to the agenda. Susan said meetings are open to the public, and we have a policy of having public comments held until the end of the meetings.

8. **Adjournment:** On a motion by Helen, seconded by Trish; the meeting was adjourned at 8:17 p.m.

Next meeting dates: Wednesdays at 7:00 PM; August 17, September 21, and October 19.

Respectfully submitted,

Tami Santos, Scribe

Philip Dostie, Secretary

Topsham Public Library Board of Trustees
Business Meeting
August 17, 2022

Present: Deb O'Neil, Kelley Glidden; Irene Martin; Anne Macri; Hahna Patterson; Helen Kincaid; Diane Hender; Nic Picard; Trish Vaughn; and Susan Preece, Director.

Absent: Barbara Swiderski; James Doyle

1. **Call to Order:** The meeting was called to order by Deb O'Neil, President, at 7:02 p.m.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Kelley moved to accept the agenda, Anne seconded the motion, and the agenda was approved.
3. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of the July 20, 2022, Business Meeting; Governance Committee notes, and the July Staff Meeting Minutes. Anne moved to accept the consent agenda as presented; Trish seconded the motion, and the consent agenda was approved.
4. **Community Engagement/Development Committee Report:** Kelley stated that the committee worked on reviewing the Annual Report draft and finalizing plans for the Whitten event in November. The Annual Appeal will be discussed at their next meeting.
5. **Treasurer's Report:** Irene reported an anticipated loss for the first month of FY23. The complete report was included in the meeting packet. The June 30, 2022, statement from Maine Community foundation reported a decrease in market value of \$30,000.00.

The annual audit is scheduled for September 27 through 29, 2022.

6. **Director's Report:** Susan said the library would be ordering a new online video streaming service from Bibliotheca. We presently use Bibliotheca Cloud Library for eAudiobooks and eBooks.

In July, patron visits increased along with usage of the community and literacy rooms.

Business Supporter Program invoices have been sent, and we received \$4,000 in July.

There is an issue with the lighting in the community room. The center ballast has emergency lighting capabilities that appear to be faulty. The electrician is working with the supplier to replace these.

The packet for tonight's meeting contained the minutes from the July staff meeting. We have resumed taking minutes because we have new staff members and so that the Board of Trustees may see what we discuss.

The library will be closed on Monday, December 26 for the Christmas holiday. Susan requested Saturday, December 24, be included in the closure. However, she stated that the library would be open on New Year's Eve. The Board approved.

Carpet cleaning will be scheduled with Servpro. Susan hopes to schedule this for the Friday after Thanksgiving. The library would then be closed that Friday and Saturday.

Susan led the Trustees through the newly set up teen room. It now features genre-organized display-style shelving.

The back entrance will remain locked for security purposes. When entering during work hours, staff with keys will use the back door; those without keys will use the main entrance.

7. **Presentation for Select Board:** Susan, Deb, and Kelley will be attending the meeting with the Select Board on Thursday, August 17, 2022, and have invited all Trustees to attend. Susan provided a draft of her PowerPoint presentation. The Board discussed some revisions after reviewing the presentation. Susan will make the changes before the Select Board meeting.
8. **Calendar and FY23 meeting topics-draft update:** After reviewing the calendar, Anne suggested that recruitment for Board members begin before the new year. Susan proposed including this at the November meeting. Deb said the calendar can be adjusted as necessary.
9. **Public Comment:** None
10. **Adjournment:** On a motion by Anne, seconded by Trish; the meeting was adjourned at 8:19 p.m.

Next meeting dates: Wednesdays at 7:00 PM; September 21, October 19, and November 16.

Respectfully submitted,

Tami Santos, Scribe

Philip Dostie, Secretary

**Topsham Public Library
Board of Trustees
Business Meeting Minutes
September 21, 2022**

In attendance: Deborah O'Neil, Kelley Glidden, Anne Macri, Irene Martin, Jim Doyle, Helen Kincaid, Nick Picard, Hahna Patterson, Diane Hender and Susan M Preece

Guest: Lori Aliberti, President of The Friends of TPL

Absent: Phil Dostie, Trish Vaughn, Barbara Swiderski

- 1) **Call to Order and President's Welcome:** The meeting was called to order by Deborah O'Neil at 7:01 PM. Deb recognized Lori Aliberti, President of the Friends of Topsham Public Library who was in attendance.
- 2) **Approval of Agenda**
Deb asked for a motion to amend the agenda for a report from Lori on The Friends book sale. Barbara Swiderski moved that Lori Aliberti be added to the beginning of the agenda, seconded by Helen Kincaid. With unanimous consent, Lori addressed the Board.
- 3) **Friends Book Sale:** Lori reported that the sale was very successful. The grand total of book sale weekend income was \$10,273.50. This included \$9,418.50 in actual sales, \$760 in memberships and additional donations of \$95. Yet to be included are the amounts of library replacement acquisition or the value of the higher priced books which are sold online. Overall, the sale went well with a few small bumps of miscommunication about the disposal of the unsold books after Sunday's closing. Lori will review the sale with the Friends with an eye toward streamlining the processes and ensuring sufficient volunteers. She thanked the Board members for their support in all aspects of the sale and stated that she would like to attend meetings of the Board of Trustees, perhaps quarterly to further communication between both organizations. Lori asked for suggestions from Trustees about any additional library needs. Barbara shared information about her hometown library's Halloween t-shirt fundraiser. The Board thanked Lori and The Friends for all they do.
- 4) **Consent Agenda:** Kelley Glidden made a motion to accept the consent agenda which was seconded by Anne Macri. The consent agenda consisted of the following:
 - a. Minutes of August meeting
 - b. Community Engagement/Development Committee notes
 - c. Finance Committee Reports
 - d. Governance Committee notes
 - e. Staff Meeting Minutes
- 5) **Treasurer's Report:** Irene Martin reviewed the monthly Budget vs Actuals report with the Board. She explained that Utilities lines were underspent for this time of the year due to some billing issues and credits that were related to the phone lines and electricity. We will continue to keep an eye on them, especially as we

move into the heating season. The annual financial audit will take place next week. Thanks to Tami Santos' excellent work we are all set. Susan Preece presented a copy of the FY22 budget narrative that will be included with the audit paperwork explaining the final budget numbers. It was also decided that Irene and Barbara will join Susan as library representatives for the upcoming Town/TPL committee meeting on Nov. 14.

- 6) **Director's Report:** Susan reported that there was some confusion about the celebration of Banned Book Week. This annual event, sponsored by the American Library Association (ALA) highlights the need to ensure intellectual freedom at libraries everywhere. ALA publishes a list of books that have been banned or challenged in libraries. At The Friends book sale some of these items including the Bible, were featured in a display.

Two people misunderstood the point of the display and thought that WE (TPL) were banning the Bible. Fortunately, we were able to correct this misperception but not before some members of the public were upset. It was decided that Barbara Swiderski would contact a member of the select board, who we heard was upset. In the future, we will be sure to fully explain in simple language the reasons for "celebrating" Banned Books week.

Susan also reported that she was asked to speak at the Maine State Library's New Directors Orientation on Friday.

Anne asked about First Amendment audits that the staff reported in their meeting minutes. A discussion was held about the legality, procedures to deal with an audit, and other items connected with this phenomenon.

- 7) **Facilities Update:** Jim Doyle, chair of the Facilities Committee reported on the work of the committee. We are pursuing several projects including an ADA compliant garden path, asking for a Maintenance position in the FY24 budget and reviewing/revising our interior construction plans. The Town's Energy Committee is interested in partnering with us to apply for an electric vehicle (EV) project grant.
- 8) **January 18- Transition planning meeting- 2hrs +dinner:** Deb asked members to put this date into their calendars to being transition planning for a new director. This will take the place of our regular meeting so that we can focus on what steps we need to be taking now to plan for Susan's retirement in July of 2024.
- 9) **Public Comment:** No members addressed the Board.
- 10) **Adjournment:** After reviewing the dates for the next meetings and highlighted events, Anne Macri moved to adjourn the meeting. All present seconded the motion by acclamation at 8:05PM.

Respectfully submitted by
Susan M Preece, substitute scribe and Phil Dostie, Secretary

**Topsham Public Library
Board of Trustees
Business Meeting Minutes
October 19, 2022**

In attendance: Deborah O'Neil, Kelley Glidden, Anne Macri, Irene Martin, Jim Doyle, Helen Kincaid, Nick Picard, Hahna Patterson, Barbara Swiderski, Diane Hender, Trish Vaughn and Susan M Preece

Staff: Cyndi Burne and Mariah Sewall

1) **Call to Order and President's Welcome:** The meeting was called to order by Deborah O'Neil at 7:00 PM. Deb welcomed all, especially Cyndi and Mariah.

2) **Approval of Agenda**
Barbara Swiderski moved the approval of the agenda, seconded by Helen Kincaid which passed with unanimous consent.

3) **Consent Agenda:** The consent agenda consisted of the following:

- a.* Minutes of September meeting
- b.* Community Engagement/Development Committee notes
- c.* Facilities Committee notes
- d.* Friends of TPL notes
- e.* Staff Meeting Minutes

Barbara offered some corrections to the Board minutes and committee reports. Anne Macri moved to accept the consent agenda as corrected which was seconded by Jim Doyle. The motion passed.

4) **Governance Committee Report:**

- a.* Fines- Deb reminded the Board that this was an issue that came up and was discussed by Finance Committee who referred it to the Governance Committee. This will not be voted on this evening but is up for discussion. Barbara and Deb asked to hear the staff input.

Mariah shared with the Board her belief that "overdue fine free" was in the future for all public libraries based on the frequency with which the topic comes up in professional literature and in-person exchanges. She discussed the circumstances she has witnessed and experienced herself which have convinced her that overdue fines are not in public library's best interests and should be abolished.

Cyndi explained the current system and the process for fines and replacement of library items here and across the Minerva Consortia. After extensive discussion, this issue was passed on to Governance for a policy/procedure recommendation. More to come.

- b.* Best Practices document- The Committee presented the document which has been finalized. No additional comments were offered and all accepted this document.

- 5) **Treasurer's Report:** Irene Martin reviewed the monthly Budget vs Actuals report and the Quarterly Balance sheet with the Board. Last year at this time, we received a bequest which bolstered our income. Advertising costs are currently over budget but there should be no additional outlay for advertising. The annual financial audit is nearly complete and we hope to have a draft for the Board at the December meeting. Susan Preece Irene and Barbara are representatives for the upcoming Town/TPL committee meeting on Nov. 14. A preliminary FY 24 budget draft includes a 30 hour a week maintenance position. There was some discussion of staffing needs going forward in light of pending retirements. Barbara, Irene and Susan will get together prior to the Nov. 14 meeting to review information.
- 6) **Director's Report:** Susan reported that the draft of the financial audit should be available for the next Finance meeting. She asked Cyndi to explain the problem with the community room chairs to illustrate the need for maintenance help. Board members are encouraged to attend the Joy of the Pen reception on Nov. 29 from 6:00-7:00 PM.
- Susan related a conversation she had with a patron who was concerned about what the patron considered inappropriate material in the Teen room several years ago. They left the topic under an "agree to disagree" note. The same patron came in recently and shared with Susan that the conversation had changed her thinking about censorship. She thanked Susan for taking the time to speak with her. Her change of heart came as a result of the current "book banning" climate and she realized that even with the best intentions, it is wrong.
- 7) **January 18- 6:00-8:00 PM Transition planning meeting:** Deb reminded the group to reserve this meeting date/time so that we can have full attendance.
- 8) **Public Comment:** No members addressed the Board.
- 9) **Adjournment:** After reviewing the dates for the next meetings and highlighted events, Anne Macri moved to adjourn the meeting, seconded by Barbara. The motion by acclamation at 8:10 PM.

Respectfully submitted by
Susan M Preece, substitute scribe and Phil Dostie, Secretary

**Topsham Public Library Board of Trustees
Business Meeting
November 16, 2022**

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

1. **Call to Order:** The meeting was called to order at 6:58 PM. by Deb O'Neil, President.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Barbara moved to accept the agenda; Trish seconded the motion, and the agenda was approved.
3. **Consent Agenda:** The Board reviewed the Consent Agenda, which included the minutes of the October 19, 2022, Business Meeting; Development and Outreach Committee notes, Finance Report, and Governance Committee notes. Kelley moved to accept the consent agenda as presented; Anne seconded the motion, and the consent agenda was approved.
4. **Treasurer's Report:**
 - a. **Finance Report:** According to Irene, we are currently in the third quarter of FY-23 and have used up all of the Town funds allocated in the book line. The financial report reveals a \$20,473.00 deficit, which is better than last year but still typical before our annual appeal. The market value has decreased by \$30,000, according to the most recent report from the Maine Community Foundation.
 - b. **Update on BOS/FC/TPL meeting:** At the budget finance meeting with the Select Board and Town Finance, Barbara, Susan, Irene, and Deb were present. Ruth Lyons and Derek Scrapchansky were the only ones representing the town. Susan and Cyndi's retirement in 2024 and ongoing censorship difficulties were discussed, according to Barbara. Susan presented the FY24 budget proposal, which included a new maintenance position. Derek and Ruth did not think this position would require 30 hours. Ruth suggested hiring someone for a 20-hour and/or contracting out the maintenance issues. Derek expressed concerns about the library staff salaries compared to other libraries as well as the amount spent on advertising. He stated that he wanted to reconsider the MOU after the budget has been approved. Susan asked Derek and Ruth whether they wanted to schedule another meeting since there were no Finance Committee members here. Derek said that it wasn't necessary and that everyone would meet in March, as usual. Susan and Barbara will compile meeting notes and email them to the Trustees, Board of Selectmen and Derek.
 - c. **Draft audit:** Irene discovered a mistake in the documentation for In-Kind donations when she received a draft of the audit. The Finance Committee has reviewed and approved the other figures. Susan will provide the board members with copies of the updated draft with In-Kind revisions. Irene should be contacted with any inquiries. The audit went very smoothly, according to the auditor , Irene and Susan. The Board offered thanks to Tami Santos.
5. **Director's Report:** Susan presented and discussed with the board the budget comparisons for FY23 and FY24. She urged the board to consider how they wanted to proceed with finding and interviewing applicants for the positions of director and assistant director.

Susan informed the board that Mary Ann Douglas, a former library employee, passed away this month.

Every library in the state of Maine took part in a Snapshot day, during which a targeted statistics breakdown was generated for a single day. This was sent to the Maine State Library, which returned a spreadsheet containing the data. Monique “fluffed” it up at Susan’s request, and it will be posted on our website.

We received a \$45,000 painting estimate for capital improvements. The price has significantly grown from 2017-2018 when it was \$15,000.

6. **Electric Vehicle Charging Stations-Jim Doyle:** Jim has been working with Susan and the Town Energy Committee to gather data, and obtain quotes for the installation of two electric vehicle charging stations close to the handicapped parking spaces. Efficiency Maine is offering \$14,000 in reimbursements to encourage this project for municipalities and public libraries. Due to the cost, Susan will apply for several grants to assist in the completion of the project should the library be eligible for the rebates from Efficiency Maine. The charging stations can be used for a fee. The stations will be leased with a 5-year commitment, and maintenance is included.
7. **January Meeting Topics:** The January meeting will take place from 6 to 8 PM and will include dinner. Susan suggested the board think about inviting a representative of the Maine State Library to discuss the process of library director searches that had taken place in Maine. Anne suggested that rather than speaking from the perspective of the state, it could be more informative to hear from a smaller library that has recently appointed a new director. Deb asked what other subjects might be discussed. Phil suggested that we discuss the selection of new board members. Deb asked board members to send Susan the names of potential candidates and suggested this topic be discussed at the December meeting as well.
8. **Public Comment:** None
9. **Adjournment:** On a motion by Anne, seconded by Kelley; the meeting was adjourned at 8:12 p.m.

Next meeting dates: Wednesday, December 14 at 7:00 PM; Wednesday, January 18 at 6:00 PM; and Wednesday, February 15 at 7:00 PM.

Respectfully submitted,

Tami Santos, Scribe

Philip Dostie, Secretary

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

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

1. **Call to Order:** The meeting was called to order at 7:00 p.m. by Deb O'Neil, President.
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 the November 16, 2022, Business Meeting; Facilities Committee notes; Friends Meeting Minutes; Governance Committee notes, and Staff Meeting Minutes. Anne moved to accept the consent agenda as presented. Kelley seconded the motion, and the consent agenda was approved.
4. **Finance and Treasurer's Report:**
 - a. **Finance Report:** According to Irene, we are currently in line with nothing to worry about. The financial report shows a \$26,342.00 deficit, which is normal for this time of year.
 - b. **Update on the Budget Meeting:** Susan met with Derick Scrapchansky and Cathy Ricker of the Town on Tuesday. She provided an overview of the meeting's discussions. Derick agreed that we should develop a Custodial/Maintenance position, but he believes that the position will only need 18 hours per week. He stated that while we can begin with 18 hours, we can gradually increase it to a full-time position, if necessary. He assured us that the town would cover any maintenance difficulties that arose outside of this position. There was agreement on the \$833,221 budget. Susan will check with MEMIC workers' compensation to see whether we are overpaying. She feels that until the Annual Appeal is over, it is premature to look at the Friends and libraries' budget. She reviewed a report on the Annual Appeals progress.
5. **Electric vehicle charging - Facilities Report:** Jim stated that the contractor examined the site and determined that everything is in, but has not yet received an estimate. The Committee is considering several funding options and grants to meet all expenses.

Jim met with Cyndi and Mariah to discuss the Teen Room and Children's Area. They talked about setting up a computer area and rearranging the shelving in the teen room instead of moving walls. A retractable awning on the porch outside the Children's area and off the back of the Highlands Room, as well as circular seating with cubbies for the Round Room, was also discussed.
6. **Nomination and Recruitment – Barbara Swiderski:** The Governance Committee examined the procedure for replacing trustees who have served their terms. Two trustees will finish their terms in 2023, two more in 2024, and three in 2025. We will require at least two additional trustees in 2023 because we cannot have fewer than nine trustees. Barbara asked that the present trustees name a few candidates to put forth as potential

applicants. The application process opens in mid-March and closes on April 15. Applications will be available online, at the library circulation desk, and in the lobby. Interviews will start in late April or early May. Trustees interested in taking part in the interview process can contact Barbara.

Deb said that several names have already been brought forward, and that is encouraging. Susan suggested contacting past applicants.

Jim and Phil met with Deb to discuss the application and interview processes. They both agreed that this went smoothly, but thought that there was not enough information provided regarding their roles, responsibilities, committees, and how things operate during onboarding. The subject of mentors and a board contact for new trustees was raised, as well as follow-up after the first meeting.

7. **Director's Report:** Susan talked about the meaning of the library, what we do and how we make a difference in people's lives.

Around 45-50 people visited Santa today.

Bookings for the Highland Room have increased this month.

The staff room is finished.

The Joy of the Art is now accepting applications; there haven't been many, so encourage any artist you know to apply. To apply, you must be at least 16 years old and a year-round resident of Maine.

The evenings have been slow, Susan will monitor this, and should it become necessary, we will start winter hours.

Topsham Public Library will become Fine-Free in January.

Due to the Christmas holiday, the library will be closed on Saturday, December 24, and Monday, December 26. On New Year's Eve, we'll close at 3:00 p.m., and we'll be closed on January 2nd as well.

8. **Public Comment:** None

9. **Adjournment:** On a motion by Barb, seconded by Anne; the meeting was adjourned at 7:59 p.m.

Next meeting dates: Wednesday, January 18 dinner meeting; 6:00 -8:00 p.m.

February 14th Budget Presentation with Select Board and Finance Committees at 6:00 p.m. (Town Office)

Wednesday, February 15, at 7:00 p.m.

Wednesday, March 15, at 7:00 p.m.

Respectfully submitted,
Tami Santos, Scribe

Philip Dostie, Secretary

Topsham Public Library Board of Trustees
Business Meeting
1/18/2023

Present: Deb O'Neil, Kelley Glidden, Nick Picard, Jim Doyle, Trish Vaughn, Helen Kincaid, Barbara Swiderski, Irene Martin, Hahna Patterson, Anne Macri, Phil Dostie and Susan Preece, Director

1. **Call to Order:** The meeting was called to order at 6:00 pm by Deb O'Neil, President.
2. **Approval of Agenda:** No Additions or changes were made to the agenda. Barbara moved to accept the agenda, Anne seconded and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the Consent agenda, which included the minutes of the December 15, 2022 meeting, Development and outreach meeting, Finance meeting, and staff meeting. Kelley moved to accept the consent agenda as presented. Jim seconded the motion and the consent agenda was approved unanimously.
4. **EV grant:**
 - a. Prior to the TPL board of trustees meeting on 1/18/2023 a vote by email was conducted on 1/12/2023. Barbara moved to authorize the Director to apply for the Revision Energy rebate program with the Town of Topsham Energy Committee, but not to accept the rebate unless we receive enough grant funding to complete the project. Jim seconded the motion which passed unanimously.
 - b. Jim spoke about successfully submitting the request for the EV chargers and maintenance.
5. **Shelving request:**
 - a. Jim spoke about receiving quotes for needed custom shelving installed and that he had solicited two contractors for quote for the shelving. Only one of the contractors, (Montel) Aetnastaki, came back with an appropriate quote for the custom work. Facilities and finance committees both voiced their support for the shelving and the quote from (Montel) Aetnastaki.
 - b. Irene asked about shelving locations
 - c. Kelley asked about turnaround times/pace and whether the work would take place while patrons were in the library or not.
 - d. Anne made an amendment to the motion to move ahead with the estimate from Montel - Aethastake in the amount of \$13788. Barbara seconded the motion and it was carried unanimously
6. **Accolades:** Deb mentioned how well-spoken Nick was at the town finance committee meeting last week; a majority of Trustees chimed in to agree.

7. Directors report:

- a. Susan mentioned the EV charger grant was submitted before it's deadline and that we could anticipate an answer in the next two to three weeks.
- b. The tech help counts went from ~25 people/month last year to ~ 28 people/month currently, showing more people taking advantage of this resource.
- c. Susan mentioned an altercation between a couple of program participants and a staff member on January 7, resulting in a series of three incident reports filed by TPL staff. Susan reviewed some of the security footage and has asked for a personal meeting with the persons who confronted one of the TPL staff.
- d. The Joy of Art gallery exhibit and judging takes place this Saturday from 1:00 - 2:30, Susan encouraged all TPL trustees to attend if available.
- e. Tuesday February 14th is the budget presentation meeting at the Town Hall @ 6:00 pm - All trustees are encouraged to attend

8. Public Comment: None

9. Adjournment: Anne moved to adjourn, Kelly seconded; meeting adjourned at 6:35 PM

Next meeting dates:

February 14th Budget presentation with Select Board / Finance committees @ 6:00, @ Town Office.

Wednesday, February 15th at 7:00 pm

Wednesday, March 15th at 7:00 pm

Respectfully submitted,

Philip Dostie, Secretary

Topsham Public Library Board of Trustees
Business Meeting
2/15/2023

Present: Deb O'Neil, Kelley Glidden, Nick Picard, Jim Doyle, Trish Vaughn, Helen Kincaid, Barbara Swiderski, Irene Martin, Anne Macri, Phil Dostie and Susan Preece, Director

Absent: Hahna Patterson

1. **Call to Order:** The meeting was called to order at 7:01 p.m. by Deb O'Neil, president.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Phil moved to accept the agenda, Helen seconded, and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of January 18, 2023, meeting and Governance Committee notes. Anne moved to accept the consent agenda as presented. Kelley seconded the motion, and the consent agenda was approved unanimously.
4. **Treasurer's Report:**
 - a. Deb announced that Irene Martin will step down as treasurer on June 30, 2023. Irene has suggested that the library hire an individual or a firm to manage the books and generate the reports. Susan has requested advice from Amanda Schultz at Smith and Associates, CPA.
 - b. Irene reviewed the treasurer's report and said that everything is in line. There is an \$18,440 deficit, but she believes that the Spring Appeal and a matching \$5,000 donation will help close it.
 - c. Financial Philosophy Statement revision: **vote needed** The Finance Committee looked over the Financial Philosophy Statement and came up with the appropriate terminology. Kelley moved to revise the Topsham Public Library Financial Philosophy Statement as suggested by the Finance Committee. Jim seconded the motion, and the motion carried unanimously.
5. **Development and Outreach – Kelley Glidden:**
 - a. Video: The video this committee made was played for the board. Kelley said this is a good start to building up a library of videos and suggested other committees think about recording their own.
 - b. Book report: The committee is reading *The Little Book of Gold: Fundraising for Small (and Very Small) Nonprofits* by Erick Hanberg. According to Kelley, the book has valuable suggestions for messaging and fundraising including the fact that board participation is a factor in many grant funding opportunities. She emphasized the significance of 100% board giving and urged all board members to think about becoming donors. Susan said that anyone on the board who would like to read the book can receive an electronic copy from her. Deb believes that the information in the book applies to this organization and that many of our practices are sound.

- c. Open House in September: The committee is organizing a fall event to coincide with the start of school. There will be activities, tours of *behind-the-scenes* areas, refreshments, etc. Susan emphasized that having board members there could encourage people to get more involved and consider joining the board.

6. Directors report: Susan's report was included in the board packet.

- a. Susan informed the board that Cyndi would be gone for a few weeks because of family reasons.
- b. On Tuesday, February 14th, the budget was submitted to the Town Finance Committee. The Finance Committee was said to be very pleased and receptive.
- c. Susan and the town are getting estimates for work on the front portico, the town will be paying for these repairs.
- d. Susan shared a letter from Timothy Nichols of Topsham Dental Arts asking for the board to discuss opening library parking spaces to Topsham Dental Arts staff and supporting them in its petition to the Topsham Planning Board to allow additional parking on the site of the dental practice. The dental staff's parking in the library lot has been an ongoing problem. Susan has tried numerous times to find a solution and had offered 1 – 3 spaces for occasional parking, but the dental staff has been parking 8 – 10 cars in the lot almost every day. In March, 2022, Susan sent a letter to their office but it was ignored. She spoke with Marc Hagan, the police chief, about this matter. As a result, Town Manager Derek Scrapchansky and Assistant Town Manager Mark Waltz have gotten involved. They have not found a statute that prohibits parking in public places and may be looking to amend this for municipal, recreation, and library parking areas. The board decided that since they lack any power in the situation, Tim Nichols doesn't need to meet with them. Susan will draft a letter to Tim Nichols and will send it to the board for feedback.

7. Public Comment: None

8. Adjournment: Anne moved to adjourn; Barbara seconded; the meeting adjourned at 7:56 pm.

Next meeting dates:

March 21-Select Board Finance Committee Joint Review of FY24 Budget Proposal at 6:30 pm
Wednesday, March 22nd – Board of Trustees at 7:00 pm

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting
3/22/2023

Present: Deb O'Neil, Jim Doyle, Trish Vaughn, Helen Kincaid, Barbara Swiderski, Irene Martin, Anne Macri, Phil Dostie, Diane Hender, Hahna Patterson, and Susan Preece, Director

Absent: Kelley Glidden, Nick Picard

1. **Call to Order:** The meeting was called to order at 7:02 p.m. by Deb O'Neil, president.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Helen moved to accept the agenda, Trish seconded, and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the February 15, 2023, meeting and Governance Committee notes. Phil moved to accept the consent agenda as presented. Anne seconded the motion, and the consent agenda was approved unanimously.
4. **Treasurer's Report:**
 - a. Irene reviewed the treasurer's report and said that everything is in line. There is a \$25,575.53 deficit, but she believes that the Spring Appeal and the matching \$5,000 donation will help close it.
 - b. Susan and Irene spoke with a potential person to run financial reports; however, she charges a very high rate and requires 6 hours per week. They will update the Finance Committee after they meet with a different candidate next week.
 - c. FY24 draft TPL budget: Susan reviewed the first budget draft. The Friends have not yet approved their budget and the Towns budget has decreased by about \$3,000 due to a change in the custodial budget. The budget percentage for the Town is now 82.1%, with TPL's 17.9%. Susan would like to meet with the Selectmen to discuss this and to get a long-term plan to raise the Town's percentage back up to 85%. Over the past few years, TPL has been putting out more than the agreed 15%. This creates a problem for the material collections budget.
5. **Facilities Committee Report:**
 - a. The Maintenance Position was changed, according to Jim. He and Susan met with Derek and Mark from the Town. Annette will take on 6 more hours a week and the town will assist the library in quickly fixing issues. Susan stated that she will draft a formal procedure, submit it for review by the Facilities Committee, and then formalize this agreement by emailing the town. The library will keep track of any requests for maintenance or repairs made to the Town.
 - b. Brown-tail moth treatment: **Vote needed:** Anne moved to approve the treatment recommended by well Tree work order(s). Helen seconded the motion, and the motion passed unanimously.

- c. Blinds for the Community Room: ***Vote needed:*** Barbara moved to approve the purchase and installation of blinds in the Community Room as per Budget Blinds estimated quote #3321. Anne seconded the motion, and the motion passed unanimously.

6. Directors report: Susan's report was included in the board packet.

- a. Susan said her report has to be corrected; page 3's Comparative Year to Date should be removed because it is already on page 1.
- b. The Friends would like to add another shed to hold books for the Book Sale. They have been renting PODS but would like to stop. The Facilities Committee and Susan are not thrilled about this and will discuss it further.
- c. To bring online live and pre-taped author talks and events, the library has partnered with Library Speakers Consortium.
- d. Monique Marchilli-Barker has resigned from her role at the circulation desk; she will still serve as Gallery Coordinator. Susan has hired a new staff member to work Mondays and Saturdays.
- e. Programs are coming back around. 40 people attended the first session of Into to Tai Chi for Arthritis and Fall Prevention. AARP tax support has been very successful.
- f. The library is accepting applications for the Board of Trustees. The deadline is April 15. We are advertising on the website, in the Cryer, and through Mailchimp. Susan has asked 2 people to consider applying.
- g. Eleanor Young is interested in the student seat on the Board.
- h. Susan will reach out to Lewiston Library to learn more about how they conducted their search for a new Director.

7. Patron Rights and Responsibilities Policy Revision: ***Vote needed:*** Barbara moved to approve the revised Patron Rights and Responsibilities Policy as recommended by the Governance Committee. James seconded the motion, and the motion passed unanimously.

8. Public Comment: None

9. Adjournment: Anne moved to adjourn; Phil seconded; the meeting adjourned at 7:51 pm.

Next meeting dates:

Saturday, April 8 – 1 pm Seth Gallant (rescheduled from Music in March)

Wednesday, April 19 – Board of Trustees at 7:00 pm

Thursday, April 20 – FY24 Budget public hearing at Town at 6:30 pm

Respectfully submitted,

Tami Santos, Scribe

Philip Dostie, Secretary

Topsham Public Library Board of Trustees
Business Meeting
4/19/2023

Present: Deb O'Neil, Kelley Glidden, Trish Vaughn, Helen Kincaid, Barbara Swiderski, Irene Martin, Diane Hender, Hahna Patterson, and Susan Preece, Director

Absent: Anne Macri, Nick Picard, Jim Doyle, Phil Dostie

1. **Call to Order:** The meeting was called to order at 7:00 p.m. by Deb O'Neil, president.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Barb moved to accept the agenda, Helen seconded, and the motion passed unanimously.
3. **Mr. Timothy Nichols, Topsham Dental Arts:** Timothy Nichols, Dr. Polly Nichols, and Kate Jillins from Topsham Dental Arts were present at the board meeting to discuss their proposal to increase the number of safe and efficient parking spaces at their practice. They will be presenting this to the Topsham planning board on May 5th. Dr. Nichols provided a brief history of the dental practice and extended an open invitation to the library board to stop by at any time for a tour of their facility. Susan mentioned that in the past she had agreed to occasionally let dental personnel park in the last three spaces of the library parking lot. She said that this is now done consistently rather than occasionally. Timothy said that there is not enough space for patients to park because the practice has expanded. He said they didn't want to take advantage of the library, which is a close neighbor, but they will continue triple parking until their May meeting with the planning board and until they can come up with a parking solution. Susan asked that they please just take the last three spots and no other ones until we resolve this. They thanked us for our time and left the meeting.

Susan said that the Select Board is scheduled to discuss the revision of certain ordinances, including parking. This will clarify that the library is not a public lot and non-patron use is with permission only. Hahna felt the board needed clarification from the town, and it was decided to postpone any action or further discussion until after the Planning and Select Board meetings.

4. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the March 22, 2023, business meeting and Development/Outreach Committee notes. Irene asked for amendments to the following: under Treasurer's Report b., change 6 hours per week to 6 hours per month, and under Directors Report e., change Into to Tai Chi to Intro to Tai Chi. Barbara moved to accept the consent agenda with the amendments. Kelley seconded the motion, and the consent agenda was approved unanimously.
5. **Treasurer's Report:**
 - a. Susan and Irene met with Cat Hull of Accountability LLC. She will begin training with Irene in May and will work 4 hours a month at a rate of \$100 per hour. She will be responsible for creating the financial reports for board meetings, overseeing Quickbooks, signing checks if needed, and answering bookkeeping questions. She will attend a board meeting in June or July. The Governance Committee will need to select a traditional treasurer for the board.
 - b. Irene went over the treasurer's report; at the end of March, the 4010A line was only at 75% of what it should have been. Despite this, she is confident that the spring campaign will help us meet our goal. Reports from the Maine Community Foundation for this quarter are not yet available.

- 6. Directors report:** Susan's report was included in the board packet.
- a. According to Susan, we have already raised \$1,995 for the Spring Campaign, 12 of which came from former donors who had received handwritten letters from the Development and Outreach Committee.
 - b. \$2,000 is needed to complete the EV Charger project. Susan wrote to the Business Sponsors asking each for \$166.67. So far, Keith Spiro has called and promised to pay for two spots, and Jim Howard of Priority Realty has donated \$1,000.
 - c. Friends held their annual meeting on April 6. They are excited about the online Author Talks. These have been very popular, and the library is planning some live events via Zoom.
 - d. After reviewing the stats, Susan asked the board to consider any particular technology stats that they would like to see going forward.
 - e. The annual report has been completed and sent to the Maine State Library.
- 7. Workshop with the Select Board:** Deb suggested that the Select Board visit the library for their upcoming meeting and also take a tour of the facility to see the changes. The most suitable dates were chosen as June 5 or 6.
- 8. Other business:**
- a. Update on the director search process: Deb said she will email the SWAT results to the board. She suggested a smaller group meeting in the summer to start developing a preliminary to-do list for the director search. The group would consist of herself and the chairs of all committees but would be open to any board members who want to attend. They will bring their thoughts to the full board.
- 9. Public Comment:** None
- 10. Adjournment:** Barb moved to adjourn; Kelley seconded; the meeting adjourned at 8:04 pm.
- Next meeting dates:
Wednesday, May 17 – Board of Trustees at 7:00 pm
Thursday, April 20 – FY24 Budget public hearing at Town at 6:30 pm
Tuesday, May 30 – Town Meeting at the Orion Center at 7:00 pm

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting
5/17/2023

Present: Deb O'Neil, Kelley Glidden, Trish Vaughn, Helen Kincaid, Barbara Swiderski, Irene Martin, Diane Hender, Hahna Patterson, and Susan Preece, Director

Absent: Nick Picard, Phil Dostie

1. **Call to Order:** The meeting was called to order at 7:00 p.m. by Deb O'Neil, president.

Susan showed a slide show of a patron she knew as a child and who used the library gazebo for her prom photo shoot. This is a "community center for all."

2. **Approval of Agenda:** No additions or changes were made to the agenda. Helen moved to accept the agenda, Trish seconded, and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the April 19, 2023 meeting; the Development/Outreach meeting notes, the Facilities meeting notes, the Finance meeting notes, and the draft minutes of The Friends meeting. Anne moved to accept the consent agenda as presented. Jim seconded the motion, and the consent agenda was approved unanimously.
4. **Governance Report: Nominations:** Barbara expressed her gratitude to the committee for conducting interviews with the five candidates for the Board of Trustees. She said the committee's recommendations for Donald Stein and Erin Arneson to serve on the Board of Trustees were made unanimously. They suggested that other applicants, Emily Biedrzycki join The Friends, and Cynthia Stevens, join the Development/Outreach Committee. Nick Picard will be replaced as the Student Trustee by Eleanor Young, who will also join the Development/Outreach Committee.
Donald Stein also sits on the Town of Topsham Finance Committee, which raised some board members' concerns. Deb responded that Donald says his interests lie with the library, and he will abstain from any town votes involving the library. Board members may submit additional candidates if they so choose, according to Barbara, who also noted that a vote will be made during the annual meeting.
Anne emphasized to the board that year-round effort should be put into recruitment because it is an existential need.
5. **Treasurer's Report:** Irene reported that as of April 30th, the 4010A line was at 75% of the budget and that we are very close to reaching our \$5,000 Spring Campaign target. The distribution from Maine Community Foundation is in, and this quarter's market value increased. According to the finance report, there is a \$25,000 deficit; however, by year's end, we should be close to breaking even.
This month, Irene met with Cat Hull, the new finance representative. They reviewed each report that Irene generates. Cat will generate the reports, email them to the treasurer, and attend the Finance Committee meeting next month. Susan said she would be more involved in establishing links between the new treasurer, Cat, and Tami. Irene reminded the board that it will be necessary to choose a voting member as the new treasurer.
 - a. FY 2024 budget: The budget is less than last year; we are under a million dollars. Susan explained the number of changes; she said the budget is balanced and will be voted on at the June business meeting.

- 6. Directors report:** Susan's report was included in the board packet.
- a. EV Connect will have the EV chargers for us by September 30. Susan secured a November 30 grant extension. It won't be possible for the chargers to be installed by the open house in September, as she had intended.
 - b. June 5th is Library Legislation Day, and Susan said she will check where the three pieces of legislation from the Education and Cultural Affairs committee stand before she goes up to talk with our legislators.
 - c. Ruth Peck, a devoted member of The Friends and a longtime resident of Topsham, passed away. The family will be holding a small memorial service at the library. They would like to plant a tree or sponsor a bench. The Facilities Committee will collaborate with our gardener, Sarah Wolpow, to develop a strategy for this memorial and any future ones.
- 7. Workshop with the Select Board:** On June 6th at 6:00 p.m., the Select Board will visit the library for a workshop. The board of trustees reviewed ideas to use the topic "There is More to the Story" to share what the library is doing and to talk about parts of the library that the Select Board might not be aware of. Susan will create a PowerPoint presentation with an outline of the subjects to be covered and email it to the trustees. Any responses must be delivered quickly.
- 8. Other business:**
- a. On Friday, May 19, work on the portico roof will start. Patrons will be directed to enter through the Community Room side door because the front entrance will be blocked. To ensure everything goes as planned, staff members will provide direction outside, if needed.
 - b. Susan will check with Topsham Dental Arts on Monday, May 22. She said the dental staff was still using our parking lot and not the allotted spaces.
 - c. The Development/Outreach Committee has agreed to hold the Whitten Event again this year and gauge the turnout in order to plan for future events. They recommended that the award be given to Ruth Mlotek. They unanimously approved this choice.
- 9. Public Comment:** None
- 10. Adjournment:** Anne moved to adjourn; Helen seconded; the meeting adjourned at 8:04 p.m.

Next meeting dates:

Wednesday, June 21: Annual Meeting at 7:00 p.m.

Tuesday, May 30: Town Meeting at the Orion Center at 7:00 p.m.

June 9: Summer Reading begins.

Respectfully submitted,

Philip Dostie, Secretary
Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting
6/21/2023

Present: Deb O'Neil, Kelley Glidden, Trish Vaughn, Barbara Swiderski, Irene Martin, Diane Hender, Hahna Patterson, Nick Picard, Phil Dostie, and Susan Preece, Director
Absent: Helen Kincaid

1. **Call to Order:** The meeting was called to order at 7:57 p.m. by Deb O'Neil, president.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Anne moved to accept the agenda; Jim seconded, and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the May meeting, the Development/Outreach Committee meeting notes, and the Governance Committee meeting notes. Kelley moved to accept the consent agenda as presented. Anne seconded the motion, and the consent agenda was approved unanimously.
4. **Finance Committee/Treasurer's Report:** Irene reported that we are 91.67% into FY-23. The 4010A line was 80% funded at the end of May. In July, the quarterly report from the Maine Community Foundation will be updated.
 - a. **FY 2023 budget report:** The current budget is on track, as expected.
 - b. **FY 2024 Budget (vote needed):** Barbara moved to adopt the FY-24 Budget as recommended by the Finance Committee. Trish seconded the motion, and the motion was approved unanimously.
5. **Committee Chairs for FY 2024:**

Deb announced the following:

 - Governance: Barbara Swiderski
 - Development & Outreach: Kelley Glidden
 - Facilities: Patricia Vaughn
 - Finance: James Doyle (Treasurer and Chair)
6. **Directors Report:** According to Susan, the spring appeal donations total \$14,101 as of today.

Once they are completed, she will provide the trustees with the notes from the joint meeting with the Select Board on June 6.

Susan is awaiting word on the delivery date for the EV equipment.

Susan was informed at the Town Staff Meeting that Topsham Dental Arts has been added to the Planning Department meeting agenda for the meeting in July.

A walk-in borrowing program, exclusive to Minerva libraries, is now in the opt-in stage. There are already ten libraries on board. Susan wanted to gauge the Board's interest in this project. She will gather more information for trustees to review at a future meeting

7. Other business:

- a. According to Deb, the TPL Director Search Committee will begin meeting on July 11 at 5 p.m. She has invited the chairs of the standing committees to attend and will update the entire board once a month. At any time, any trustee may attend.
- b. Kelley advised the board that to “get to know the board of trustees” for the Annual Report, the Development & Outreach Committee will take a few minutes at the July meeting to ask trustees a few simple and fun questions. Keith Spiro will also be on hand to take headshots of the trustees.
- c. Hahna said he will help lead a discussion on the talking points for the Memorandum of Understanding value proposition.

8. Adjournment: Anne moved to adjourn; Kelley seconded; the meeting adjourned at 8:23 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

July 19, August 16, and September 20

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe