

Topsham Public Library Board of Trustees
Business Meeting
7/19/2023

Present: Kelley Glidden, Deb O'Neil, Trish Vaughn, Barbara Swiderski, Hahna Patterson, Phil Dostie, Jim Doyle, Erin Arneson, Eleanor Young, Don Stein, and Susan Preece, Director

Absent: Helen Kincaid

Members of the Public: Cat Hull, Topsham Public Library finance representative. Keith Spiro attended to take photos of the trustees during the meeting.

1. **Call to Order:** The meeting was called to order at 7:06 p.m. by Kelley Glidden, president.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Barbara moved to accept the agenda; Phil seconded, and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the June Business meeting, the Development/Outreach Committee meeting notes, the Governance Committee meeting notes, and the Staff meeting minutes. Phil moved to accept the consent agenda as presented. Trish seconded the motion, and the consent agenda was approved unanimously.
4. **Treasurer's Report:** Jim stated that the Finance Committee had given its approval to the attached financial report.
Our new finance representative, Cat Hull, was introduced. She has prepared the reports for this meeting and will be working with Jim and the Finance Committee to review our needs.
5. **Annual Report:**
 - a. Susan gave each trustee a question to respond to about themselves for the Annual Report. Barb will gather this information and type it up for the report.
 - b. Keith Spiro took individual portraits and a group photo of the trustees for the Annual Report.
6. **Directors Report** Susan's written report was included in the meeting packet.
 - a. Susan passed around a letter from the Highlands Residents Association. On behalf of the residents of the Highlands, a gift of \$250 was made in Susan's honor.
 - b. Last week, Mariah received a call informing her that one of our 7-year-old patrons had chosen to host a "concert" in support of the library's children's section. He set up outside his home, played the guitar, and collected \$220, which he then gave to the library. A piece about his kindness will appear in the August Cryer.

- c. Susan reviewed the statistics. The circulation for FY23 was 99,109. Susan hopes to hit 100,00 before she retires next year. She also discussed the Cloud Library NewsStand (online periodicals) downloads. This service's content has improved and now includes a wide variety of new magazines. Barbara suggested that we promote this service at the September Open House and provide information on how to use it.
- d. The Facilities Committee meeting schedule this month will be on the 25th. Susan spoke with Mike Snow, and he will be joining the committee.
- e. Maine Library Landscape. Susan showed a PowerPoint presentation that detailed the structure of Maine libraries.

7. Other business:

- a. The Open House will take place on Saturday, September 30 from 10 a.m. to noon. We will have stations around the library for patrons to visit. Susan asked the trustees to participate. More information will be provided about what stations trustees will be asked to assist at the August meeting.
- b. The Whitten Event will take place on Saturday, November 4 from 6:30 to 8:00 p.m. Food and "mocktails" will be provided by Simply Susies Catering.

- 8. Adjournment:** Barb moved to adjourn; Phil seconded; the meeting adjourned at 8:08 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

August 16, September 20, and October 18

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting
8/16/2023

Present: Kelley Glidden, Barbara Swiderski, Helen Kincaid, Phil Dostie, Jim Doyle, Erin Arneson, Eleanor Young, and Susan Preece, Director

Absent: Deb O'Neil, Trish Vaughn, Hahna Patterson, Don Stein

1. **Call to Order:** The meeting was called to order at 7:00 p.m. by Kelley Glidden, president.
2. **Approval of Agenda:** The agenda item #6 Roberts Rules of Order/Trustees Best Practices, has been replaced with Memoranda of Understanding, 501(c)3 Organization, and Our Relationship to the Town of Topsham. Phil moved to accept the agenda with this change; Helen seconded, and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the July Business meeting, the Development/Outreach Committee meeting notes, the Facilities Committee meeting notes, the Finance Committee report, the Governance Committee meeting notes, and the Friends August meeting minutes. Barb moved to accept the consent agenda as presented. Jim seconded the motion, and the consent agenda was approved unanimously.
4. **TPL Code of Ethics - Review and Discussion:** Susan said the TPL Code of Ethics is based on the ALA Code of Ethics, which was updated in 2021. Barb explained that the Governance Committee evaluated the TPL Code of Ethics and was considering removing or rephrasing a portion of Ethic #2. Following a brief discussion, it was concluded that Ethic #2 applies to TPL and that the document would remain as presented.
5. **Directors Report** Susan's written report was included in the meeting packet.
 - a. The Finance Committee was unable to meet this month, so Susan asked Jim to review the finance report that was provided in the board packet.
 - b. The awnings for the exterior doors have been delivered; Susan will arrange installation.
 - c. The painting contractor has stated that September is the anticipated start date. The cost will be covered by the town's capital budget.
 - d. The board packet contained a list of the suggested Open House stations, which Susan reviewed. There were also some donation collection possibilities discussed.
 - e. There was a little confusion about the rates for the EV charging station and how we will cover any costs we incur. Susan said she would reach out to Yvette Meunier, the chair of the Topsham Energy Committee, for clarification.

6. **Memoranda of Understanding:** Susan delivered a PowerPoint presentation that explained what the MOU is and how it functions. Kelley said it would be helpful for the board to have future conversations about the MOU. She suggested that all of the committees put this on their agendas. Barb stated that she thought the timing was important and that this needed to be reviewed by the end of the fiscal year because a new library director would be joining the team.
7. **Other Business:**
 - a. Open House: on Saturday, September 30 from 10 a.m. to 12 p.m., Susan asked the trustees to put this on their calendars.
 - b. Whitten Event: on Saturday, November 4 from 6:30-8 p.m.
 - c. The Friends Book Sale: Help is needed; a sign-up sheet will be available at the circulation desk. Help is needed to empty the shed and pods, set up and take down, box up unsold books, and transport them to the recycling center on Tuesday morning following the sale.
8. **Adjournment:** Helen moved to adjourn; Phil seconded; the meeting adjourned at 8:15 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

September 20; October 18; and November 15

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting
September 20, 2023

Present: Kelley Glidden, Barbara Swiderski, Helen Kincaid, Phil Dostie, Jim Doyle, Erin Arneson, Deb O'Neil, Trish Vaughn, Hahna Patterson, Don Stein and Susan Preece, Director

Absent: Eleanor Young,

1. **Call to Order:** The meeting was called to order at 7:00 p.m. by Kelley Glidden, president.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Barbara moved to accept the agenda; Phil seconded, and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the August business meeting, the Development/Outreach Committee meeting notes, the Facilities Committee meeting notes, the Finance Committee report, and the Governance Committee meeting notes. Phil moved to accept the consent agenda as presented. Jim seconded the motion, and the consent agenda was approved unanimously.
4. **Directors Report** Susan's written report was included in the meeting packet.
 - a. Irene Martin is back; she will continue to manage the financial reports and attend Finance Committee meetings as needed.
 - b. The Finance Committee has gone over the financial report's content and urged the trustees to let them know if anything was missing that they feel should be included. Susan will meet with the auditor to determine what is actually required, but believes there won't need to be any changes. Everyone agreed that the current reports provide a good summary.
 - c. Work has begun by the painter. They discovered three rotting sections. The town manager came out today, took a look at them, and will speak with the painters to see if they can repair the spots; if not, Fraser Ruwet will be contacted.
 - d. The EV charging station has been installed, and Susan is coordinating with the company to plan its programming. She'll update the trustees on her progress. The EV company will receive a 4% commission for each charge. The Town Energy Committee will be present at the Open House to interact with the public and demonstrate the charging station's functionality.
 - e. The Facilities Committee is looking to update the pathways around the building. Jed Talbot has been asked to offer suggestions that are both ADA-compliant and environmentally sustainable.
 - f. Topsham Dental Arts should be presenting its proposal to the Planning Board in October. Hahna suggested that a board member accompany Susan

to the meeting to verify that what Topsham Dental Arts requests at the meeting is what they presented to us.

- g. Despite Tropical Storm Lee, everything went successfully at The Friends Book Sale, which brought in \$8600.00. Susan said they were appreciative of the help.

5. Director Search Update: According to Deb, the focus group started meeting in July. At the next meeting, they will start to prepare the information for website postings, with a formal release on February 20, 2024. Resumes will be due by April 1st, and interviews will start on April 15. The targeted start date for working with Susan is July 10, with the actual start date being July 15. The committee wants to speak with library personnel to get their input and ideas. The next meeting will be held on Tuesday, September 26, at 5 p.m. All board members are welcome. Deb stated that a discussion of their progress will be included on the agenda for all upcoming meetings.

6. Roberts Rules of Order/Trustees Best Practices - Barbara Swiderski:

- a. A PowerPoint explanation of Roberts Rules and how they apply to our board meetings was delivered by Barbara.
- b. The Topsham Public Library Board of Trustees Best Practices document was distributed and reviewed.

7. Other Business:

- a. Open House, Saturday, September 30, from 10-12 noon. Please let Susan know if you will not be able to make it. The Development & Outreach Committee will be in early to set up.
- b. Whitten Event, Saturday, November 4, 6:30-8:00 p.m. Plans are coming along.

8. Adjournment: Helen moved to adjourn; Barbara seconded; the meeting adjourned at 8:06 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

October 18 and November 15

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting
October 13, 2023

Present: Barbara Swiderski, Helen Kincaid, Phil Dostie, Erin Arneson, Deb O'Neil, Trish Vaughn, Hahna Patterson, Eleanor Young, Don Stein, and Susan Preece, Director

Absent: Kelley Glidden, Jim Doyle

1. **Call to Order:** In Kelley Glidden's absence, the meeting was called to order at 7:00 p.m. by Barbara Swiderski, Vice 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 the September business meeting, the Development/Outreach Committee meeting notes, the Facilities Committee meeting notes, the Finance Committee report, and the Governance Committee meeting notes. Phil moved to accept the consent agenda as presented. Trish seconded the motion, and the consent agenda was approved unanimously.
4. **Directors Report** Susan's written report was included in the meeting packet.
 - a. Susan reported that Lajoie Brothers returned this week to finish some building repairs. The painting will be finished this week.
 - b. The trustees were shown a copy of the annual appeal. The brochure will be mailed the second week of November. The Development/Outreach Committee will be sending handwritten letters along with the annual appeal to donors who gave between \$25 and \$50 in donations last year.
5. **Maine State Trustees Roundtable update: – Barbara Swiderski:** On September 29, Barb attended the roundtable. She said there were around thirty trustees from throughout Maine. The following topics were covered:
 - a. The largest libraries in the state are in Portland and Bangor, and unlike community libraries, they have staff members who can answer queries related to research.
 - b. Adding a date to the bottom of any policy review is advised, even in cases where no modifications are made.
 - c. Trustees were encouraged to visit and talk to neighborhood organizations.
 - d. There's a box on the Maine State Tax Form to check to contribute \$1 to the Maine State Library Fund. Small grants are made using this money.
 - e. A session on labor and employment laws is scheduled for October 23 from 1-3 p.m. at the Maine State Library. Barb said she would be happy to send the link to anyone interested.

6. **Director Search Update:** Deb reported that the focus group will meet on Monday at 5 p.m. Although there is a core group on the committee; however, any trustee is allowed to attend. During their most recent meeting, the group looked over existing job advertisements to start gathering information for our job posting. The committee wants to talk with library staff members to get their thoughts and opinions.
7. **Parking lot and the dentist office - next steps:** Susan attended the planning board meeting and reported that the dental office's request to expand their parking lot was not approved. Susan said that due to their growth, the dental office may be searching for a new location. The town currently has no ordinance for the library parking lot, and none is in the works; therefore, at this time, we must deal with their staff parking in our lot.
8. **Other Business:**
- a. Whitten Event, Saturday, November 4, 6:30 - 8:00 p.m. RSVPs are slow to come in. Susan asked the trustees to RSVP as soon as possible.
 - b. The Annual Appeal will be mailed the second week in November.
 - c. 20th Anniversary Celebration: June 3 - 8, 2024. The Development/Outreach Committee will be working on this in the future. Suggestions are welcome. Barb suggested that staff members attend a few meetings so that the committee and staff can work together.
9. **Adjournment:** Phil moved to adjourn; Deb seconded; the meeting adjourned at 7:35 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

November 15, December 20, and January 17

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

**Topsham Public Library Board of Trustees
Business Meeting
November 15, 2023**

Present: Kelley Glidden, Jim Doyle, Barbara Swiderski, Helen Kincaid, Phil Dostie, Deb O'Neil, Hahna Patterson, Don Stein, and Susan Preece, Director

Absent: Erin Arneson, Trish Vaughn, Eleanor Young

1. **Call to Order:** The meeting was called to order at 7:02 p.m. by Kelley Glidden, 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 the October business meeting, the Development/Outreach Committee meeting notes, and the Finance Committee report. Jim moved to remove the Finance Committee report, and adding it to the regular agenda. Helen seconded the motion; the changed consent agenda was approved unanimously.
4. **Governance Committee:** Barbara said the committee met on November 1 to draft the Diversity, Equity, and Inclusion Statement. The policy was discussed. Barbara moved to approve the Diversity, Equity, and Inclusion Statement. Helen seconded the motion; the motion carried unanimously.
5. **Finance Committee Report:** Jim reviewed the finance reports.
6. **Director Search Update:** Deb stated that at the most recent meeting, the job posting's initial draft was completed. After reading the draft, Susan and Cyndi made a few adjustments. The draft will be presented to the Board at next month's meeting. It was discussed to list the job opportunity not just on the approved job posting sites. Along with the regular job posting sites, it will also be posted on the library's website, The Cryer, and local newspapers.
7. **Directors Report** Susan's written report was included in the meeting packet.
 - a. Susan talked about the stats and the fact that 1846 people viewed the speaker's consortium with Rick Stevens. Next month's author is John Stamos, who is also anticipated to draw an even larger audience.
 - b. Titan Mechanical advised the town manager that the meeting room's insulation is inadequate. The insulation will be inspected by Lajoie Brothers contractors. Moore Painting is expected to finish the small, uncompleted areas next week.
 - c. Susan has been working with Cathy Ricker, the town's Finance Director, on the budget for next year.

- d. The Whitten event was a success. Ruth Mloteck was very happy.
- e. The library will be closed on Friday, February 9, 2024, for a staff development day.

8. FY 25 Budget: Susan went over the proposed FY 25 budget. She said this is due to be presented to Derek Scrapchansky, the Town Manager, on December 11, 2023.

9. Other Business: 20th Anniversary Celebration – June 3-June 8. Susan asked the Board to give this some thought. She recommended we keep this on the agenda each month so it is not forgotten. Kelley suggested setting up a separate subcommittee specifically for this event. Kelley, Jim, Barb, and Helen volunteered. Susan said she would invite any interested employees, to join the committee as well.

10. Public Comment: N/A

11. Adjournment: Barb moved to adjourn; Phil seconded; the meeting adjourned at 7:51 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

December 20; and January 17; February 21

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting
December 20, 2023

Present: Kelley Glidden, Jim Doyle, Barbara Swiderski, Helen Kincaid, Eleanor Young, Deb O'Neil, Hahna Patterson, Don Stein, and Susan Preece, Director

Absent: Erin Arneson, Trish Vaughn, Phil Dostie

1. **Holiday snacks:** Thank you to all who brought yummy snacks! Hahna let us know that Erin welcomed a son, Arthur, earlier in the month. We will send "board" books and a card.
2. **Call to Order:** The meeting was called to order at 7:15 p.m. by Kelley Glidden, President.
3. **Approval of Agenda:** No additions or changes were made to the agenda. Barbara moved to accept the agenda; Helen seconded, and the motion passed unanimously.
4. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the November business meeting, the Development/Outreach Committee, Facilities, the Finance Committee and The Friends meeting minutes/reports. Barbara moved to accept the consent agenda; Helen seconded the motion; and the consent agenda was approved unanimously.
5. **Development and Outreach:**
Report on letter writing project:
Kelley reviewed the report included in the packet showing the results of the project to date. The Committee wrote short notes to 89 donors who gave between \$25-\$50 in FY23, asking if they could increase their donation this year. These were mailed along with the Annual Appeal Brochure in November. Of the 89, 24 people responded as of 12/14/23. 22 increased or held steady with their donations. 2 donors reduced the amount given last year. Overall, in FY23 these donors gave \$885 as opposed to this year's total of \$1,150. The Committee views this as a success and will ask the board to assist in a more comprehensive project next year.

Some Board members were concerned that individual handwriting might be difficult to read. Would a text or separate targeted email work, as well? Many agreed that the personal touch of a hand-written note may differentiate our request for support. Susan also mentioned that the increase in donations may also be related to the brochure that is sent, rather than a form letter.

Development/Outreach will begin the note writing project earlier next year, so that the Board will have more time to do 10 or 15 personal notes.
6. **Director Search Update:** Deb reported that the meeting this month was cancelled due to the storm on Monday. The next meeting's agenda includes, a discussion with Susan about the ad and job description. They will also discuss meeting with Maine State Library's Director of Library Development, Marijke Visser for advice on the search.
7. **Directors Report:** Susan's written report was included in the meeting packet.
 - a. Susan updated the Board about the Topsham Planning Committee meeting on Dec. 14 about Topsham Dental Arts parking lot proposal. It appears that resolution is in the offing.
 - b. We have received the first rebate from Efficiency Maine for the EV chargers- \$14,000. The Nature Conservancy will send a check for the rest of the rebate in 10-15 days.

- c. She discussed the change in online e and audiobook statistics capturing our pay-per-use data. This results in changed circulation numbers for the fiscal year. Currently, YTD we are up 14% in circulation and 9% in visits.
 - d. Susan reported on the budget meeting with Town Manager, Derek Scrapchansky; Assistant Town Manager, Mark Waltz and Finance Director, Cathy Ricker. The discussion went as expected. Derek will submit his draft of the full budget on February 15 to the Select board and the Finance Committee.
 - e. The library did not lose power in the last storm and many people used the library to warm up (we provided coffee, tea, hot chocolate and snacks) and power their devices or conduct business. Many expressed gratitude to the staff for our support.
- 8. FY 25 Budget:** Susan went over the proposed first draft of FY 25 budget which was submitted to the town. It was reviewed by our Finance Committee prior to submission.
- a. Results of BOS/FC/TPL meeting on 12/12
Jim stated that it was enlightening for all. There was a little pushback on library aide and YA Specialist, as expected. For the most part the meeting was positive and felt less confrontational than in the past. Barbara reported that Derek suggested using an employment agency specializing in government position. She reviewed the firm that he mentioned and found that most of the services are available ala carte but, it appears that \$13,900 is a base price.
 - b. Susan asked for Board attendance at the meeting with regard to the FY25 Budget particularly the Thurs. 4/18 Public Hearing and the Wed. May 22 Town Meeting. Barbara commented that we will need everyone's support.
- 9. Other Business:** 20th Anniversary Celebration Committee will supplant Development/Outreach for the moment to plan for this event. The Committee will meet on January 2 at 6:00 PM.

10. Public Comment: N/A

11. Adjournment: Helen moved to adjourn; Jim seconded; the meeting adjourned at 8:10 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

January 17; February 21; March 27

Respectfully submitted,

Philip Dostie, Secretary

Susan M. Preece, Scribe

Topsham Public Library Board of Trustees
Business Meeting -
January 17, 2024

Present: Susan Preece, Deb O'Neil, Barbara Swiderski, Kelley Glidden, Philip Dostie, Helen Kincaid, Jim Doyle

1. Call to order: meeting was called to order @ 7:05 by Kelley Glidden, President
2. Approval of Agenda: No additions or changes were made to the agenda. Phil moved to approve agenda as presented Helen seconded and the motion passed unanimously
3. Consent Agenda: Barbara moved to accept the Consent Agenda as presented Helen seconded and the motion passed unanimously
4. Governance Committee:
 - o Governance has worked on reviewing and revising job description of Director but unfortunately there was a computer problem and those changes were lost.
 - o Governances' last meeting was focused on Board development - Webjunction was a resource that was discussed to use as an asset to search for development opportunities for trustees.
 - o Governance also plans to bring forward a timeline for evaluation of the new director and the process for that evaluation in coming meetings.
5. Director Search Update: Deb presented the final draft of job posting ready for release on Feb 12th and go out Feb 15 with resumes due on April 1 and interview on April 15th. They have also worked to further refine the Directors Job Description making some of the language more inclusive and ADA compliant.
 - a. Interview committee is yet to be defined.
 - b. Maine State Library's Director of Library Development, Marijke Visser plans on coming **Feb 7th (time TBD)** to assist with some of our questions around the director search
6. Directors Report:
 - a. Susan informed the board that yesterday, 1/16/2024 the TPL was closed due to a combination of weather and illness
 - b. Joy of art is up! Come see the art. Ribbons will be up for this weekend Reception 1/20 from 1:00 to 2:30 - awards @ 2:00 Board Members are encouraged to attend the award ceremony.
 - c. Joy of the Pen exhibit will be held Thursday the 25th of January, reception 6:00 pm, all are welcome

- d. Library lover's lottery for The Friends take place this Saturday - prize is an original work of art.
 - e. Statistics presented about the annual appeal - were currently \$4k ahead of where we were last year in terms of fundraising
 - f. New tables in adult section have been added
 - g. Circulation is up 13% year over year
 - h. Patron visits are up 10% year over year
 - i. Wifi use is down and public use computers are up
 - j. TPL has received a grant for two Wi-Fi hotspots that will soon be available in February - checkout is a standard three weeks and not renewable
 - k. Susan has put together a to-do list for each of the committees and for the full board for the rest of the fiscal year in order for committee members to better prepare for the coming transition to a new director.
 - l. Next meeting is 2/21. Note the change in March's meeting from 3/20 to 3/27 to coincide with town meeting
 - m. Susan has worked to make the overall budget more efficient but we are still seeing a 12% increase in budget request for next FY some of the biggest places we see budgetary pressure are around health insurance - family health insurance being a big part of that.
 - n. TPL currently gives prorated health, vacation, and sick time @ 30 hours vs 20 hours (what the town currently offers)
 - o. Susan suggests a yearly contract (with options to extend) with new director, which will allow the board, director and town to better negotiate salary
 - p. No change with the dentist next door - they're still regularly using three or more parking spaces from the TPL.
 - q. Susan sent a letter of intent to apply for a common good grant through the Mckeen center @ Bowdoin college to replace the learning AWE early literacy computers in the kids' room.
 - r. Susan mentioned a new group getting together in state of Maine - larger libraries Scarborough South Portland, Brunswick - titled "Community Conversations"
 - s. Kelley mentioned that she'd like to see more Board Participation at the town meetings and would like us to be more intentional about it.
7. Helen inquired about the overall insulation of the roof - Susan mentioned that there was some difficulty with the HVAC system from day 1 due to some design changes that were made during construction. Susan wouldn't mind another energy audit - last one was in 2012 - to assess efficiencies

Helen moved to adjourn; Barbara seconded; the meeting adjourned at 7:45 p.m.

Next meeting Dates:
 Wednesdays @ 7:00 p.m.
 February 21, March 27, April 17

Respectfully submitted,

Philip Dostie, Secretary

Topsham Public Library Board of Trustees
Business Meeting
February 21, 2024

Present: Kelley Glidden, Jim Doyle, Barbara Swiderski, Helen Kincaid, Eleanor Young, Deb O'Neil, Hahna Patterson, Don Stein, Erin Arneson, Trish Vaughn, and Cyndi Burne, Assistant Director

Absent: Phil Dostie, Susan Preece

1. **Call to Order:** The meeting was called to order at 7:02 p.m. by Kelley Glidden, President.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Hahna 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 the January business meeting, the Development/Outreach Committee, and the Finance Committee reports. Barbara moved to reword bullet L of the directors' report from the town meeting to the TPL budget hearing. She moved to accept the consent agenda as amended; Trish seconded the motion; and the consent agenda was approved unanimously.
4. **Governance Committee report:**
 - According to Barb, the meeting packet for next month will include a list of courses that are available through Webjunction.org.
 - This year marks Hahna and Helen's tenure ending. It will be necessary to fill these two seats. Members of the board are urged to seek out candidates they believe would make a valuable addition. Applications will be available in April.
5. **Director Search Update:** Deb reported that the Maine State Library's Director of Library Development, Marijke Visser, met with the committee on February 7th. She assured them the job posting was ready to be released and she was able to address questions. The job posting was published on multiple sites on February 21, 2024. Applications will be sent to a gmail account created just for this search. The deadline for resumes is April 1. Interviews will start on April 15. A decision will be made between May 15 and June 15, with a start date of July 1 or 15. On February 28, a committee for interviews will be chosen. Deb requested that anyone interested in participating in the interviews notify her by Monday, February 26.
Susan plans to job share with the new director for 2 weeks.

Governance worked on the Director Evaluation Process, which was included in today's meeting packet. The board reviewed and discussed the process. Jim made a motion to vote on the Director Evaluation Process structure with flexibility on the every 3-month review process. Helen seconded the motion, and the motion passed.

6. **Assistant Director's Report:** Cyndi's written report was included in the meeting packet.
7. **Public Comment:** N/A
8. **Adjournment:** Barb moved to adjourn; Jim seconded; the meeting adjourned at 7:58 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

March 27; April 17; May 15, and June 26 – Annual Meeting

FY25 Budget Meetings: *Kelley asked for a show of hands, on who will attend the budget meetings.*

Tuesday, March 5 at 6 PM (Town Hall)

FY25 Budget Presentation to BOS/FC

Wednesday, March 20 at 6 PM (Town Hall)

Joint review BOS and FC

Thursday, April 18 at 6:30 PM (Town Hall)

Public Hearing on FY25 Budget

Wednesday, May 22 at 7 PM (MTA Forum Room)

Town Meeting.

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting
March 27, 2024

Present: Kelley Glidden, Jim Doyle, Barbara Swiderski, Deb O'Neil, Hahna Patterson, Don Stein, Erin Arneson, Trish Vaughn, Phil Dostie, and Director Susan Preece

Absent: Helen Kincaid, Eleanor Young

1. **Call to Order:** The meeting was called to order at 7:03 p.m. by Kelley Glidden, President.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Phil moved to accept the agenda; Don seconded, and the motion passed.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the February business meeting, the Facilities Committee, the Finance Committee, the Friends, and the Governance Committee reports. Phil moved to accept the consent agenda as presented; Trish seconded the motion; and the consent agenda was approved.
4. **Director Search Update:** Deb reported that the committee met this past Monday. Anne Macri came to give advice on questions to pose to the library's lawyer concerning a proposed contract for the incoming director. Kelley said she would get in touch with the lawyer shortly. After receiving twelve applications, the committee set up two interviews. Next Friday, they will get together to prepare interview questions. The job posting will stay active until April 1.
5. **Director's Report:** Susan's written report was included in the meeting packet. Susan handed out the amended Director Evaluation Process and the Annual Appeal Report.

We have a \$5,000 match for our spring appeal this year as well.

Request to amend the Patron Rights and Responsibility Policy (*vote needed*) A review was conducted on the revised Patron Rights and Responsibility policy. According to Susan, a number of our patrons frequently take advantage of the circulation due dates on items they check out. A few keep the items for three or four months moving them to billed status. In response to the wasted staff time, she requested an amendment to the policy. If a patron repeatedly misuses the library's resources, the library has the authority to limit or cancel their card. According to Susan, the decision will be made case-by-case for actual abuse. Barbara moved to amend the Patron Rights and Responsibility policy as recommended by the Governance Committee. Jim seconded the motion, and the motion passed unanimously.

6. Audit for FY 23 and 990 form *(vote needed)*

Barbara moved to accept the FY23 audit and the 990 form as recommended by the Finance Committee. Phil seconded the motion, and the motion passed unanimously.

7. FY 25 Budget Draft: The Board of Selectmen and the town Finance Committee approved Susan's proposed budget. She said one of the Finance Committee members mentioned that they are impressed by the library staff's professionalism and are supportive of the library. April 18, 2024, is the date of the public hearing.

8. Other: Four or five people reportedly already took application packets to be considered for positions on the Board of Trustees.

9. Public comment: N/A

10. Adjournment: Barb moved to adjourn; Deb seconded; the meeting adjourned at 7:46 p.m.

Next meeting dates:

Wednesdays at 7:00 p.m.

April 17; May 15; and June 26: Annual Meeting

FY 25 Budget Meetings:

Thursday, April 18 at 6:30 PM (Town Hall)

Public Hearing on the FY 25 Budget

Wednesday, May 22 at 7 p.m. (MTA Forum Room)

Town Meeting.

Respectfully submitted,

Philip Dostie, Secretary

Tami Santos, Scribe

Topsham Public Library Board of Trustees
Business Meeting Minutes
April 17, 2024

Present: Kelley Glidden, Jim Doyle, Barbara Swiderski, Deb O'Neil, Hahna Patterson, Don Stein, Erin Arneson, Trish Vaughn, Helen Kincaid, Phil Dostie, and Director Susan Preece.

Absent: Eleanor Young

1. **Call to Order:** The meeting was called to order at 7:07 p.m. by Kelley Glidden, President.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Phil Dostie 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 the March business meeting, the Development and Outreach Committee, the Facilities Committee, the Finance Committee, the Friends, and the Governance Committee reports. Helen Kincaid moved to accept the consent agenda as presented; Jim Doyle seconded the motion; and the consent agenda was approved.
4. **Director Search Update:** Deb O'Neil updated the group on the director search. We've offered three of the candidates first interviews; one withdrew. We've decided to call back both remaining candidates for a second interview. It was noted that Cyndi Burne is taking part in the interview process as a staff representative. Hahna inquired about what goes into the second interview. The committee is working on questions. Hahna and Erin both expressed interest in being present for the second interview which has been tentatively scheduled for 4/29. It was suggested that both the full board and the Friends are interested in meeting the finalist. Don asked if the candidates would be making a presentation to the whole board. Hahna is curious about the candidate's leadership style. How is the candidate going to integrate with the existing staff? Don would like to know if the library staff would be engaged in the second interview. After discussion of these questions, Phil agreed to send the two finalist application materials to all members of the Board of Trustees. The Search Committee will get back to the Board with more information.
5. **Director's Report:** Susan's written report was included in the meeting packet. She handed out a fundraising comparison from FY 23 to FY 24 showing a \$6,500 donation increase over FY 23. She reviewed the report with the Board and highlighted an increase in unsolicited corporate philanthropy, and in memorial donations. Additionally we received a \$6,000 grant this year.
 - a. Spring campaign has started and one of the library patrons has agreed to post a \$5,000 matching donation.
 - b. The Planning Board has granted Topsham Dental Arts a variance to expand the parking on their property from 28 to 34 spaces. Susan will

draft a memo to the Planning Board detailing a request for the dentist to stop using our parking lot when the project is completed.

- c. At the regularly scheduled Town staff meeting, Susan reported that Town Dept. heads asked her convey to the Board of Trustees (BOT) their hope that the good relationship with the library will continue when she leaves. In a private conversation after the meeting, Mark Waltz, Town Manager mentioned that an item he wanted to discuss next year was the possibility of the library doing their own payroll through an outside vendor using the library's own Employer Identification Number (EIN). Susan suggested that the library's budget would increase by \$20,000 if the BOS and BOT move forward with these changes to payroll. On the whole the BOT was wary about this. Hahna expressed concern about renegotiating the MOU, which would be necessary to address the change. He reminded the Board about what could happen if the makeup of the BOS were to change.
 - d. Susan requested Board attendance at the public hearing on the budget tomorrow night at 6:30.
 - e. She mentioned that circulation was up 15% and that patron visits were up 10% year to date.
 - f. The Friends have postponed their annual meeting due to the storm on April 4 to Thursday May 2nd. The Telling Room representatives will be featured speakers.
6. **Other items:** June 22 from 10-12 is the birthday celebration date for the library. Susan handed out an extensive list of activities that will be taking place at that time. Barbara mentioned that the Governance committee will be doing interviews with four BOT applicants on the afternoons of May 1 and May 6 times TBD.
7. **Public Comment:** none
8. **Adjournment:** Barbara moved to adjourn Helen seconded; the meeting adjourned at 7:58 p.m.

Next meeting dates: Wednesdays at 7:00 p.m.
May 15; and June 26: Annual Meeting

FY 25 Budget Meetings:
Thursday, April 18 at 6:30 PM (Town Hall)
Public Hearing on the FY 25 Budget

Town Meeting:
Wednesday, May 22 at 7 p.m. (MTA Forum Room)

Respectfully submitted,

Philip Dostie, Secretary

Topsham Public Library Board of Trustees
Business Meeting Minutes
May 15, 2024

Present: Kelley Glidden, Jim Doyle, Barbara Swiderski, Deb O'Neil, Hahna Patterson, Don Stein, Erin Arneson, and Director Susan Preece.

Absent: Eleanor Young, Phil Dostie, Helen Kincaid, Trish Vaughn

1. **Call to Order:** The meeting was called to order at 7:02 p.m. by Kelley Glidden, President.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Deb O'Neil moved to accept the agenda; Jim Doyle seconded, and the motion passed unanimously.
3. **Consent Agenda:** The Board reviewed the consent agenda, which included the minutes of the April business meeting and the Development and Outreach Committee report. Barbara Swiderski moved to accept the consent agenda as presented; Don Stein seconded the motion; and the consent agenda was approved.
4. **Auditor Report, Amanda Schultz Brown:** For 18 years, Amanda has conducted audits for the library. Amanda provided a PowerPoint handout outlining the range of services provided for the yearly audit, which includes creating financial statements, keeping track of depreciation, auditing the year's financial statements, and generating tax form 990. She recommended that the board perform sporadic spot checks and random internal control monitoring by comparing bank statements and QuickBooks reconciliations to check images. She also recommended holding brainstorming sessions to examine current practices and identify ways to improve them when changes in personnel take place.
5. **Governance Committee report:**
 - a. **Trustee Candidates:** Barbara Swiderski reported that they had received four applications for trustee positions. A conflict with Wednesday's meetings caused one candidate to withdraw. The remaining three are felt to be very collaborative people and have been invited to the June board meeting.
 - b. The Governance Committee is recommending the same slate of officers for next year.
6. **Director Search Committee:** Deb O'Neil provided an update on the director search. Katherine Webber accepted the position as director and signed an agreement of employment. She will begin on July 1, 2024. The official announcement will be held until Katherine gives us the go-ahead. The official press release and any other communication to the public will be handed off to the Development/Outreach Committee.
7. **Director's Report:** Susan's written report was included in the meeting packet.
 - a. Finance Overview: Susan went over the financial reports.

- b. Susan agreed with Amanda's suggestion for the board to test work with check images vs. statements.
- c. The Spring Appeal is a success; we have met our goal and still have the month of June left.
- d. Gift a Book will begin in June. Pre-selected books cost \$20. A bookplate will be added to any book that patrons purchase.
- e. Speaker Consortium: Susan went over the previous six months' worth of statistics.
- f. Birthday Party: Susan asked that board members RSVP as soon as possible so that they can be assigned tasks for the birthday celebration.
- g. The packet contained Susan's formal letter of retirement. She stated that she would spend the first two weeks of July working with Katherine. She also said that she would be available to assist with the FY24 audit if needed.

8. Other items: - next steps

- a. Susan and Tami were dismissed. Barbara Swiderski moved to hold an executive session to discuss a personnel matter; Jim Doyle seconded the motion and the motion passed unanimously.

9. Public Comment: none

10. Adjournment:

Next meeting dates: Wednesdays at 7:00 p.m.

June 26: Annual Meeting

No July Meeting

Town Meeting:

Wednesday, May 22 at 7 p.m. (MTA Forum Room)

Respectfully submitted,

Philip Dostie, Secretary

**Topsham Public Library Board of Trustees
Business Meeting Minutes
June 26, 2024**

Board Members Present: Kelley Glidden, Jim Doyle, Barbara Swiderski, Deb O'Neil, Don Stein, Phil Dostie, Eleanor Young, Trish Vaughn, and Director Susan Preece.

Board Members Absent: Helen Kincaid, Hahna Patterson, Erin Arneson

Members of the Public: Steve Diamond, Katherine Webber

1. **Call to Order:** The meeting was called to order at 7:32 p.m. by Kelley Glidden, President.
2. **Approval of Agenda:** No additions or changes were made to the agenda. Phil 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 business meeting, the Development and Outreach Committee report, the Facilities Committee report, the Finance Committee report, The Friends Minutes, and the Governance Committee report. Barbara moved to accept the consent agenda as presented; Trish seconded the motion, and the consent agenda was approved.
4. **TPL FY 2025 Budget:** Phil moved to adopt the FY 2025 budget as recommended by the Finance Committee. Barb seconded the motion, and the motion passed unanimously.
5. **Director's Report:** Susan's written report was included in the meeting packet.
 - a. Susan attached a letter from the Marzen family to Mariah.
 - b. Monique, our gallery coordinator, has set aside December to present a collective exhibit highlighting the talents and creativity of our staff, volunteers, and board members. Monique can be reached at tplgallery@topshamlibrary.org.
 - c. Interlibrary Loan Service has been suspended pending hearings on van delivery contracts. It is unknown when this service will become available again.
 - d. TPL received a \$5,000 donation from an anonymous donor. The donation was not restricted, and Susan suggested that it might be used to purchase more items to cope with the loss of ILLs this summer.
6. **Other items:**
 - a. Draft calendar of FY 2025 meetings

b. New Trustee Orientation: July 3 at 5:00 p.m.

7. Public Comment: None

8. Adjournment: On a motion by Barb, seconded by Jim, the meeting was adjourned unanimously at 7:52 p.m.

Next meeting dates: Wednesdays at 7:00 p.m.

No July meeting

Respectfully submitted,

Tami Santos, Scribe

Philip Dostie, Secretary