

Topsham Public Library Board of Trustees
Business Meeting Minutes
August 21, 2024

Board Members Present: Erin Arneson, Jim Doyle, Trish Vaughn, Stephen Diamond, Don Stein, Kelley Glidden, Laura Miller, Barbara Swiderski, and Director Katherine Webber

Board Members Absent: Eleanor Young, Deb O'Neil, and Anne Eustis

Members of the Public: None

1. **Call to order:** President Kelley G called meeting to order at 7:03
2. **Approval of Agenda:** Barbara amended to strike the minutes of the annual meeting from the agenda and moved to approve the agenda as amended Jim seconded
3. **Approval of Minutes of the June 26, 2024 business meeting:** Phil Moved to approve, Barbara seconded
4. **Facilities committee report:** Mike presented about the steps behind the library and spoke about eagle path. Jim spoke about making the path more ADA compliant. Katherine is meeting with Assistant Town manager Jeff Emerson with respect to long range planning of the aging infrastructure.
 - a. EV charger update
 - b. Blinds in individual offices
 - c. Garden path discussion
 - i. ADA issues
 - d. Long range building updates
 - i. Concrete dip near book drop
 - ii. Fire alarm and intrusion panel replacement
 - iii. Updates the the HVAC
 - iv. Updates to the roofing
 - v. New Security keypad
5. **Development Committee report:** Kelley highlighted the plans for the Whitten event this year. Deciding on a spring event for a garden party haven't picked a day but hoping for early May. Recommendation of Ed Carron for Whitten honoree. Also mentioned that the annual report is currently in progress and we are looking for some input from the board. Looking for a board member to write something for the board. Celebrating 20 years and beyond - looking for 300 words by the 27th. Phil volunteered to write a small blurb.

6. **Governance Committee report:** Barbara highlighted the new emeritus procedure and went over how the process. She also highlighted the need of the governance committee to review the last long-range plan and to start the next one. She requested committees to contribute any information they'd like in this next long-range plan. Katherine mentioned the use of a consultant for the last long-range plan and spoke with a member of the Maine State Library about how would be able to help facilitate this next long-range plan. Katherine will ask her to attend our next Governance Committee meeting in September. Discussion about including staff was mentioned especially with respect to technology. Erin would like to join should there be a second committee.
7. **Financial Report - Year end:** Jim and Katherine went over the year end report. Stephen asked some clarifying questions around where the financials were especially around checking and the MCF fund, Katherine went over the need for the TPL to do our annual audit. It was decided that we did not need to vote for her to sign a contract with the auditor.
8. **Finance Committee Report:** Jim and Katherine discussed switching banks from TD bank to Norway savings. Jim went over some of the details around some changes in pay scale and some challenges around pay scale.
9. **Director's Report:** Katherine Friends books sale is 9/13 - 9/15 Donations accepted through 8/30. Todd Bailey reached out to friends to make a donation from the proceeds of an art sale of his mother's art and art collection to the TPL. The EV charger is back in service. 9/3 the town is updating its phone system. Joy of the pen is accepting submissions on 9/7. Two new learning station computers are installed in the children's section. ILL starts back online on 9/3 the TPL anticipates some issues with getting ILL back online. Requested bios and photos of the board.
10. **Other business:** Kelley inquired as to if the board would like to recognize a thank you for Cindi's service. Development was nominated to come up with any ideas. Offer to do a poetry program - would involve a 7500 grant from - Poetry, Medicine for the Soul. Some of the details are still being worked out. A podcast and weekly poetry reading.

11. Public Comment

12. **Adjournment:** Barbara moved to adjourn @ 8:31pm Phil seconded and the meeting was adjourned

Topsham Public Library Board of Trustees
Business Meeting Minutes
September 18, 2024

Board members present: Erin Arneson, Jim Doyle, Trish Vaughn, Steve Diamond, Don Stein, Kelley Glidden, Kelly, Barbara Swiderski, Katherine Webber, Deb O'Neil, Mike Snow, Phil Dostie

Absent: Anne Eustis, Eleanor Young

Members of the Public: None

1. Call to order: President Kelley called meeting to order at 7:00pm
2. Approval of Agenda: Barbara moved to approve the agenda as presented. Jim seconded.
3. Approval of consent agenda: Erin moved to approve, Trish seconded
4. Facilities committee report: Katherine, Mike, and Trish - spoke about maintaining some of the paths around the grounds. Emergency exits off of adult services and exit off of children's areas which are higher priority. Willie C and sons - Contractor will provide the TPL with an ala carte style price list for the TPL's grounds.
5. Katherine - TPL has extended an offer for Assistant Director. Steve Bouchard from the Lewiston Public Library has accepted with a start date of Wed, Oct 23rd. Deb inquired about teen services, Katherine will post a position @ 20 hour a week in the near term.
6. Committee Membership check-in - Kelley - Dev & Outreach is good, Jim - Finance is good, Barb - Governance is where we need to be, Mike - Facilities has lost one person, seems to run smoothly we anticipate new AD joining
7. Development Committee report: Katherine is in process of updating a trifold brochure for direct mailing for the annual appeal. Hopes to dedicate a portion of next meeting to a letter writing campaign. The trifold will have a QR code on it promoting a subscription-based donation process
8. Governance Committee report - Barb, we've started a review of the long-range plan moving forward. Each of our members had taken a portion of the LRP to review if we've met our goals. Barb asked members of the Board if they'd like to

join in on helping. Katherine will reach out to friends of TPL to see if one of them would like to participate

9. Finance Committee - Jim brought up pay-scale and largely left scale to Katherine during 6-month evaluation process for AD and year end for the rest of staff. Currently holding steady with the understanding that we will revisit in January for Katherine's 6-month evaluation.
10. Director's Report - Katherine has taken over the book group at the Highlands. Friends book sale made about 10K, the Square terminal has arrived and hopefully will assist with bookkeeping and can load financial statements into Quickbooks.
 - a. ILL is back up and running. - some kinks but we're starting to iron these out.
 - i. Labeling is becoming an issue - the state library is reworking.
 - b. The results of the poll are in - we will keep this date and time for board meeting
 - c. Still working towards the goal of 100 new library patrons - currently at 22
 - d. Banned books week starts next week.
 - e. Joy of the pen submission deadline is Oct 5
 - f. Annual report in the Cryer in October - some discussion if this is the best way to distribute our Annual Report
 - g. Hoping to have a teen services hire before December. - 20 hours/week @ \$28/hr
 - h. Currently in discussion with town manager around using the town's employee identification numbers for payroll. Portland does something similar to us, Bangor outsourced everything, Auburn does payroll for Library but submit it under the library's EIN. Which may be the path of least resistance.
11. Other business - Steve concerned about the money we're carrying in our bank account without earning interest. We currently have ~ 200K in cash and we may not be the best stewards of this cash. There was conversation around staggering a series of CD's to not tie up too much money for too long. Katherine would like to wait till the completion of the long-range plan. Steve is willing to explore options to present at the next meeting
12. Public Comment: None
13. Adjournment Phil moved to adjourn @ 7:57pm. Trish seconded and the meeting was adjourned

Topsham Public Library Board of Trustees
Business Meeting Minutes
October 16, 2024

Board members present: Erin Arneson, Don Stein, Kelley Glidden, Laura Miller, Barbara Swiderski, Deb O'Neil, Mike Snow, Katherine Webber

Absent: Jim Doyle, Trish Vaughn, Steve Diamond, Phil Dostie, Anne Eustis, Eleanor Young

Members of the Public: None

1. Call to order: President Kelley called meeting to order at 7:02pm
2. Approval of Agenda: Erin moved to approve, Deborah seconded, approved.
3. Approval of consent agenda: Amended to remove Laura from list of attendees and change "Friends Book Group" to "Friends Book Sale". Barbara moved to approve the minutes as amended and consent agenda, Erin seconded, approved.
4. Review of Annual Appeal tri-fold: Katherine will be sending in the tri-fold to be printed next week. Final look presented to the board. It will include the remittance envelope for easy return.
5. Capital Asset Threshold: CPA needs minimum amount for capital assets to depreciate over the course of their useful life - CPA rec'd \$2-3k. Need to track for 990. Katherine recommends \$2,500-3,000. Things that are used as individuals or groups. Consensus is \$2,500. Barbara moved to set the capital asset threshold at \$2,500. Don Seconded. Approved.
6. Long-range plan check-in: Barbara: started reviewing at governance meeting. Identify what is outstanding from previous plan. November 6 Deb Clark from Maine State Library to give pointers for new long range plan. Would like one person from each committee to be on the long range planning committee. Dir. Asst. Dir., 1-2 other staff. Facilities and Finance aren't currently represented in governance. Erin will join from Finance. Can't make it to first meeting. Katherine will ask if it's okay to record. First meeting will be at gov meeting, will create new committee with different meeting time. Also ask friends board member to participate. Also could ask town staff at some point in the process.

7. Connie Bailey event: Son offered art in storage for auction to benefit TPL and People Plus. Art installed 11/16. Opens to public 11/18. Event on 11/23 at 2:00pm at TPL. Fill gallery and community with artwork. Online auction only. Art in library of things? Art that lives in breakroom from previous events.

8. Director's Report:

- Friends Book sale was the biggest ever. Friends had fewer items, higher quality. Sorters were doing well.
- Dale, Emma, Barbara - attended senior health expo held at people plus. Good engagement. Two library card applications.
- Participating in Trunk or Treat at the Fairgrounds 10/26 5:30 held by town.
- Audit is almost complete. A few recommendations for better internal controls, such as receiving donations.
- Reception for Joy of the Pen 6pm on 11/19. Judges are reading submissions now. Presenting winners at the event. Deborah has attended and says it's amazing.
- New Assistant Director, Steve Bouchard, starts next week.
- Open teen position - reviewing applications.
- Voter guide from League of Women Voters. Voter registration drive next year. Election signs near the library are allowed because they're on public property.
- Stats - typo in circulation report. Numbers are slightly down, September can be seasonally lower with back to school.

9. Old business:

- a. Pathway update: Mike working with Willie C. and Sons. Reviewing several options. Need to do back exits, path is less urgent.
- b. Investing funds for renovation: Erin reported on behalf of Finance committee. Recommendation is to invest \$100k in 6-month CD. Move \$50k in high yield savings. Evaluate in 6 months to see if we want to reinvest or do something else. Katherine needs to work with branch manager on high yield savings at Norway Savings Bank to get current rates. Once money is in one account, then can transfer to other subaccounts. Don't have an official spending or investment policy so no formal vote needed. Financial philosophy policy outlines how we spend money.

Erin moves to transfer \$100k in 6-month CD and \$50k into high yield savings. Mike seconded. Discussion - What is the minimum amount to be in the high yield savings? High yield account is an add-on, not sure what the percentage will be based on the balance. How did you choose Norway? Board chose several meetings ago. Katherine will update board with details regarding the interest rates for high yield and CDs. 4.89%

rate for CD currently. Amended motion to be: Transfer \$100k in to 6-month CD and an amount TBD at Directors discretion with Finance Committee approval into the high yield savings. Motion approved.

10. Other Business: None

11. Public Comment: None

12. Adjournment: Barbara moves to adjourn at 7:45pm, Deborah seconded, adjourned.

13. Board members and director wrote out letters to first time donors from FY24 that will be included in Annual Appeal

Topsham Public Library Board of Trustees
Business Meeting Minutes
November 20, 2024

Board members present: Erin Arneson, Jim Doyle, Trish Vaughn, Steve Diamond, Don Stein, Kelley Glidden, Laura Miller, Barbara Swiderski, Katherine Webber, Deb O'Neil, Mike Snow, Phil Dostie, Eleanor Young

Absent: Anne Eustis

Members of the Public: None

1. **Call to order:** President Kelly G called meeting to order at 7:02
2. **Approval of Agenda:** Steven moved to approve the agenda as presented; Phil seconded
3. **Approval of consent agenda:** Katherine found a stats error that was corrected in the monthly statistics; Barbara moved to approve agenda as amended, Jim seconded
4. **Payroll:** Town would like us to use a separate payroll company due to legal concerns. Decided on Bangor Savings with finance committee for simplicity and data tracking and ability to file taxes and created W2s Barbara moved to go with Bangor Payroll with the amount of \$5026; Jim seconded.
 - a. Motion passed unanimously
 - b. There is an option for a higher tier of service. Katherine advocates for a separate HR service Paper Trails a \$1200 annual fee with a la carte options.
 - c. The town is trying to move towards quarterly payments to the TPL now that we will be paying for our payroll directly
5. **MOU:** Katherine explained the background of the MOU and some of her interactions with the town manager with respect to the MOU. Town manager plans on asking the select board on 11/21/24 about reopening the MOU between Town and Library as well as the possible addition of a lease. Katherine would like to pursue some of the more ambiguous portions of the MOU and would like it to be more legally binding.
 - a. Don inquired if a MOU became more legally binding would we need approval from town meeting.
 - b. Jim spoke about past promises that haven't been kept as a big concern and expressed concern about legal ramification and wanted legal counsel present in some of the negotiations.
 - c. Katherine advocated to a MOU with additional clarity especially with respect to the town responsibilities.

- d. Jim and Deb mentioned that they should be able to attend the select board meeting as a show of support
6. **Governance Committee report - Barbara:** Deb Clark from Maine State Library went over the process for a long-range plan. Governance decided to form a separate Ad Hoc committee to do the long-range plan consisting of Erin, Deb Barb, Steve B, members of the Friends – Emily Biedrzycki and Heather Helenora and community member Pat Maloney
7. **Annual Appeal:** Has been mailed, including with the personalized letters from board members to new donors.
8. **State of Libraries post-election:** Katherine says that things are looking challenging to the library world but we won't know anything for sure until after January. American Library Association is already offering support and recommendations.
9. **Directors Report**
 - a. Joy of the Pen reception was last night
 - b. Connie Bailey auction pieces are on display
 - c. Town Budget due to Mark W by Dec 6
 - d. Assistant town manager will be taking over building maintenance
 - e. New gallery coordinator Kelsie Vosburgh will be talking over for Monique
 - f. Lindsey Carnes will be taking over in teen services. 20 hours/week.
 - g. Reciprocal borrowing is back!
 - h. Young critics book club is so successful that it needed to be split into two groups
 - i. Santa reads program starts next month - traditionally paid for by priority real estate; free books for kids!
 - j. Annual appeal is underway
10. **Old business**
 - a. Norway Savings Bank. Katherine called TD Bank and found out that she is not currently listed as a rep of the TPL. Katherine has transferred 190K from TD to Norway. Once cleared we plan to move funds to a CD and high yield savings.
11. **Other business:** None
12. **Public Comment:** None
13. **Adjournment:** Don moved to adjourn @ 8:11 Steven D seconded and the meeting was adjourned

**Topsham Public Library Board of Trustees
Business Meeting Minutes
December 18, 2024**

Board members present: Erin Arneson, Trish Vaughn, Steve Diamond, Kelley Glidden, Laura Miller, Barbara Swiderski, Deb O'Neil, Mike Snow, Phil Dostie, Katherine Webber

Absent: Anne Eustis, Jim Doyle, Eleanor Young, Don Stein

Members of the Public: Mark Waltz

1. **Call to order:** President Kelley Glidden called meeting to order at 7:03
2. **Approval of Agenda:** Barbara moved to approve the agenda as amended to include conversation with Town Manager Mark Waltz regarding payroll funds; Steve seconded
 - a. Amended to include Mark
3. **Discussion with Town Manager Mark Waltz:** Katherine requested Mark come to the meeting to review with the board the options for receiving funds from the Town now that we have split off payroll. We could either accept a quarterly lump payment or pay from our own funds up front and then be reimbursed. The second option is more time-consuming and involves further process. Mark disclosed that any money we receive in advance now (prior to the finalization of the new MOU) will only be a portion of what is owed and we can ask for more when needed. The Town is suggesting \$150,000 as the starting payment. Once the MOU is clear on who is responsible for paying which bills directly, Mark will ensure that our lump amounts are accurate to the town appropriation.
 - a. Erin moved to accept an initial \$150k from the town to only go toward payroll until finalization of the MOU with the ability to accept further funds dedicated to payroll from the town; Laura seconded
 - b. Motion passed unanimously
4. **Approval of consent agenda:** Phil moved to approve; Trish seconded
5. **Governance Committee: Community Room Policy** - The Governance committee presented the revised community room policy that they have been working on with the help of Asst Dir Steve Bouchard in an effort to make the rules about reserving use of the community room more transparent and easily interpretable. We reviewed current policy and decided that there were too many grey areas.
 - a. Steve D moved to accept amended version with his edit to payment due dates for Groups 6 & 7; Barbara seconded

- b. Erin submitted another edit regarding the language for authorized representative rather than legal agent
 - c. Phil moved to accept the community room policy as amended by Steve and Erin
 - d. Passes unanimously; Katherine will send amended version
- 6. **Teen Services Update** - Lindsey the teen librarian is very motivated. She has been making connections with local teens including adding new volunteers and meeting lots of community members. Mariah and Lindsay will be meeting with MSAD 75 middle and high school librarians to work on synergies. We are very excited to have her.
- 7. **Annual Appeal status** - Donations continue to come in every day
 - a. Totals YTD as of today:
 - a. FY-25: \$19,505
 - b. FY-24: \$27,820
 - c. FY-23: \$17,800
 - b. Memorial donations are over \$5,000 for this year
- 8. **January meeting dates:** Meeting dates are unusual because of when January begins
 - a. Business meeting: Jan 15
 - b. Governance is moved to Jan 8
 - c. Facilities & Development are Jan 7
 - d. Finance remains on Jan 9
- 9. **Town MOU discussion:** Board reviewed all past and current MOUs and determined essential items to include in the upcoming discussion with the Town. Ann Callahan will be the select person representing the Town alongside Mark Waltz, Jeff Emerson, and Cathy Ricker.
- 10. **Directors Report:**
 - a. Connie Bailey auction netted over \$6,000, half of which will go to the Friends of the Library
 - b. Budget was reviewed with the Town Finance Manager with no changes
 - c. Library is now responsible for Maine Paid Family & Medical Leave payments in payroll
 - d. The Town is working to repair some of the lights along the driveway
 - e. We have received \$2,200 donation for the gardens in honor of Connie Bailey
 - f. Long-Range Planning Committee has begun meeting, hoping to have a plan in place for June
 - g. New display in the gallery - Steve Bradford, assemblage style

- h. Joy of the Art closes on Jan 4, Reception on Jan 18 at 1pm
- i. Visit with Santa had over 50 attendees and still giving away books all month for Santa Reads Program

11. Old business

- a. Norway Savings Bank - ran into problem with CD need more signatures
 - a. Tami - one outstanding check from TD bank account once that check clears money will be transferred to Norway Savings Bank

12. Other business: None

13. Public Comment: None

14. Adjournment: Barbara moved to adjourn @ 8:35 pm and move to executive session with only voting board members present to discuss a personnel matter; Phil seconded meeting adjourned at 8:38. Executive session was entered at 8:40 by all present voting board members and adjourned at 8:55

Topsham Public Library Board of Trustees
Business Meeting Minutes
January 15, 2025

Board Members Present: Erin Arneson, Steve Diamond, Laura Miller, Barbara Swiderski, Katherine Webber, Deb O'Neil, Mike Snow, Phil Dostie, Jim Doyle, Eleanor Young

Absent: Don Stein, Trish Vaughn, Kelly Glidden, Anne Eustis

Members of the Public: None

1. **Call to order:** Vice President Barbara Swiderski called meeting to order at 7:02pm
2. **Approval of Agenda:** Phil moved to approve the agenda as amended - removal of Governance Library card policy, push back to February. Deb seconded.
3. **Approval of consent agenda:** Steve moved to approve with the following corrections and notes, Jim seconded
 - a. Directors report item 10 B budget, change to Town Budget, item 10 F should be has begun meeting
 - b. under MOU discussion item 9 last names of town manager and assistant manager should be added: Mark Waltz, Jeff Emmerson and Cathy Ricker
 - c. Development and outreach Committee notes: Steven raised the idea that labeling alcohol as carcinogenic that having a TPL beer may be controversial with Surgeon general
 - d. Barbara: Under statistics: total stats does not equal adult and child borrowing stats, Katherine explained that those numbers do not include renewals or ILL
4. **Facilities Committee:** Katherine: Town determined that there may be some structural issues with the building and they've reached out to a structural engineering company to assess the building to make sure that there's not a larger issue - hope to meet with them by the end of January
 - a. Boiler repairs in progress
 - b. Meeting room doors - no update
 - c. Sign lighting at night is problematic
 - d. Lighting in general issues
 - e. \$2,200 donation for the garden in Connie Bailey's name
 - f. Vents need to be cleaned but the town have the capacity to pay \$4,500 bill
5. **Finance Committee:** Jim
 - a. No meeting this month, but did review financials
 - b. Tax return is almost done
6. **Governance Committee:** Library Card Policy: REMOVED FROM AGENDA
7. **New Board Members 2025**

Document may need revamping in the formatting department

8. Annual Appeal update

- a. Katherine - Annual Appeal YTD amount is \$33,650. This is two thousand dollars increase year over year
- b. \$60,800 YTD raised in total
- c. 463 donors this year
- d. ~28% have given for six years or more

9. Director Report

- a. Joy of art is underway; art is up till Feb 7th and reception Sat, Jan 18 @ 1:00
 - i. Friends hosting library lover's lottery for a current member to win a piece of art
- b. First budget meeting with Mark Waltz, Jeff Emerson, and Cathy Ricker went smoothly, Mark will be presenting full budget on Feb 6th
 - i. Library budget review on Feb 12th @ 6:00 Trustees are encouraged to attend
- c. Long range planning committee meets next week to discuss compiled survey questions for staff and community
- d. \$100,000 has been moved into the CD and has already gained \$160.63 in interest. Moved \$75,000 into our high yield savings account with Finance Committee approval which has accrued \$49.23 in interest to date
- e. Pay week has been changed from Mon-Sun to Wed-Tues
- f. Working with Paper Trails HR company to develop an employee handbook. Policies are not changing but they are adding in their own policies that they feel the library may be lacking or adding clarification
- g. Passed sprinkler test
- h. Met with the four MSAD 75 school librarians
 - i. Summer reading
 - ii. Spoke about attaining cards for all students in the district through available grant funding
- i. Potential closure for a staff training on Feb 5th for staff training - open till 1:00 and closed till 5:00
 - i. Going over emergency protocols, safety protocols, SOAR analysis with Staff
 - ii. Sweetser coming to do a NARCAN training. Incident a couple weeks ago suspected drug issue at the computers
- j. MOU has not moved forward due to budget

10. Old Business -TD bank account is officially closed as of 1/15/2025

11. Other business

12. Public Comment

13. Adjournment - Laura M moved to adjourn @ 7:41pm and move to executive session with only board members present to discuss a personnel matter. Phil Dostie seconded. Meeting adjourned.

14. Executive session

Topsham Public Library Board of Trustees
Business Meeting Minutes
February 19, 2025

Board Members Present: Erin Arneson, Steve Diamond, Laura Miller, Barbara Swiderski, Deb O'Neil, Phil Dostie, Jim Doyle, Eleanor Young, Trish Vaughn, Kelley Glidden, and Katherine Webber

Absent: Don Stein, Mike Snow

Members of the Public: None

1. **Call to order:** Kelly called meeting to order at 7:02PM
2. **Approval of Agenda:** Phil moved to approve the agenda; Trish V seconded
3. **Approval of consent agenda:** Barbara moved to approve, Erin seconded
4. **Finance Committee:** Jim: No Meeting last time
 - a. Tax return: Katherine is currently locked out of the account due to transfer issue with but resolving this with Smith & Assoc
5. **Whitten event - Dev and Outreach:** Ed Carron will be this year's recipient
 1. Sat, May 17th @ 1:00 pm
 2. Susie's catering reserved for event - price would be \$14 to \$18/person
 3. Eleanor: last year had friends play music. Would they be wanted again? Dev & Outreach will discuss
 4. Board members are encouraged to attend
6. **Governance Committee - Library Card Policy:**
 - a. Katherine and Steve have been reworking the Library Card Policy
 - b. Changes to Teen non-cosigned card
 - c. Fees for non-resident library cards - \$75 for adults/year; \$30 for students/year
 - d. Barbara moved to approve the new policy - Jim seconded
 1. Passed unanimously
7. **MOU update:**
 - a. Positive meeting overall, no major changes, just clarification
 - b. Much of the historical records for the Library are missing from the Town - they had not seen the deed for TPL property

- c. Mark is currently working on a first draft for an amended MOU that would encompass all previous MOU's from the past and would not include a lease

8. State of Libraries

- a. Received a newsletter from Maine Library Association
- b. Universal funds and broadband access may be in jeopardy
- c. Not a lot of movement from the IMLS
- d. Maine library legislative day is Wednesday April 9 - Katherine plans to go
 - 1. Looking at how cuts to DEI may be affecting some of the arts and cultures programs

9. Directors Report

- a. Friends planning book sale
 - 1. Sep 12th to 14th
 - 2. Spring newsletter coming up
- b. LRP committee Wed Feb 26 at 5:30 pm
 - 1. 135 responses to survey at last check
 - 2. Hope to have most results before meeting on the 26th
- c. Staff dev day on Feb 5th went well. Covered what to do in crises, specifically Sweetser came in to give a primer on Narcan/emergency services and preparedness
 - 1. What to do if ICE comes into building; ICE is not allowed in private spaces
 - 2. Staff would like active shooter training and bloodborne pathogen training
 - 3. Most fun was a TPL Staff SOAR analysis.
- d. Lots of activities for school vacation week
 - 1. Lindsay is attending a battle of the books at the Library next Friday
 - 2. Music in march kicks off
- e. Lindsey's volun-teens made Valentine's day cards to VA hospital
 - 1. Lindsey put out a box for "what do you love about the library"
- f. Structural report came back positive
- g. Icicles are getting quite big around the TPL - public works is monitoring - issues with the heat tape
- h. Titan found air leak in sprinkler system - patched but further repairs will be needed
 - 1. Jeff indicated the town would be paying for it.
- i. Budget was presented last Wednesday
 - 1. Many questions were asked - in an aggressive manner mostly centering around staffing
 - 2. Next meeting is Tuesday March 11 @ 6:00 pm
 - a. Two board members presence is requested

3. Thursday April 17 is public hearing
4. Eleanor: try a “day in the lives” in the TPL social media to get what a librarian does

10. Old Business: None

11. Other business: Jim requested exec session WRT salaries.

12. Public Comment

13. Adjournment: Phil moved to adjourn @ 8:02 pm and move to executive session with only board members present. Barbara seconded meeting adjourned

Next meeting is scheduled for Wednesday March 19 @ 7:00 PM

Topsham Public Library Board of Trustees
Business Meeting Minutes
March 19, 2025

Board Members Present: Erin Arneson, Laura Miller, Barbara Swiderski, Katherine Webber, Deb O'Neil, Mike Snow, Phil Dostie, Jim Doyle, Eleanor Young, Don Stein, Trish Vaughn, Kelley Glidden, Steve Bouchard

Absent: Steve Diamond, Anne Eustis

Members of the Public: 4

1. **Call to order:** President Kelley Glidden called meeting to order at 7:00
2. **Approval of Agenda:** Erin moved to approve the agenda, Trish seconded
3. **Approval of consent agenda:** Barbara moved to approve, Jim seconded
 - a. Minutes of February Business meeting
 - b. Development & Outreach Report
 - c. Governance Committee Report
 - d. Facilities Committee Report
 - e. Finance Committee Report
 - f. Monthly Statistics
4. **Whitten Event:** Reminder that the Whitten Event honoring Ed Caron will take place on Saturday, May 17. All board members who can come are asked to do so. All town dept heads and select board members are invited.
5. **Board Member applications:** Deadline is April 21, if you know of anyone who might be interested or would be a good fit. You can send names to Katherine if you prefer. She has not reached out to anyone directly yet.
6. **National Library Week:** April 6-12 is National Library Week. No special events are scheduled but staff wouldn't mind a treat if you are so inclined. We'll be sharing graphics on social media to honor staff and volunteers; there is a day to highlight Outreach staff this year.
7. **Select Board:** Katherine, Barbara, Kelley, and Erin attended the joint meeting of the select board and finance committee for the town. There were some questions about mission creep and the purpose of a library but Katherine was not given an opportunity to speak in response. In the end, all parties voted for the library budget as "ought to pass" as the recommendation.
8. **Directors Report**
 - a. Friends Annual meeting on Thurs, Apr 3 at 6:30pm, new staff will be in attendance
 - b. Long-range planning committee met on Wed, Feb 26
 1. Results of survey

2. Set service priorities, goals, & objectives
3. Will create actionable items and who is responsible for each
- c. Institute of Museum and Library Services (IMLS) & Library Services and Technology Act (LSTA) Funding is being targeted by the federal administration to be eliminated or reduced. Particularly for Maine libraries, this could impact our catalog and integrated library services software, our internet, and those residents with disabilities who receive Talking Books or Books by Mail.
- d. MSAD75 – Katherine, Lindsey, and Mariah have a meeting scheduled at the high school next Wednesday to discuss possible grant funding for students to have free library cards.
- e. Trustee List-serv & trainings – reminder that the Maine State Library has a monthly email for trainings and other resources for Trustees. There is a networking event happening on Friday, April 18. Katherine will send out the link to sign up for the emails.
- f. Final Music in March on Saturday with 2nd Chance Ukulele Band
- g. Joy of the Lens submissions close on Saturday, with drop off happening next weekend
- h. Katherine will be attending Maine Library Legislative Day on Apr 9th
- i. New coffee chat with Katherine on first Fridays of the month
- j. April is poetry month, lots of events including open mic at the Social Goose and Maine Poet Laureate scheduled to visit
- k. Internet went down this morning and Dale is working to get it back up; staff have been using the hotspots to get work done and he was able to hardwire some computers into the internet

9. Old Business

- a. MOU – no update at this time, Mark has not provided a draft

10. **Other business:** none

11. **Public Comment:** none

12. **Adjournment - Barbara** moved to adjourn @ **7:55 pm** and move to executive session with only board members present to discuss a personnel matter **Deb** seconded meeting adjourned

13. Executive session

Next meeting is scheduled for Wednesday April 16 @ 7:00 PM

Other important meetings of note:

- *Thurs. April 17 @ 6:30pm Public Hearing on the Town Meeting Warrant*
- *Sat, May 17th @ 1 pm Whitten Society Award*
- *Wed. May 28th @ 7:00pm Town Meeting in the Forum at Mt. Ararat High School*

Topsham Public Library Board of Trustees
Business Meeting Minutes
April 16, 2025

Board Members Present: Erin Arneson, Steve Diamond, Laura Miller, Barbara Swiderski, Katherine Webber, Deb O'Neil, Phil Dostie, Jim Doyle, Eleanor Young, Don Stein, Trish Vaughn, Kelley Glidden

Absent: Mike Snow, Anne Eustis

Members of the Public: 3

1. **Call to order:** President Kelly Glidden called meeting to order at 7:02
2. **Approval of Agenda:** Barbara moved to approve the agenda, Trish seconded
3. **Approval of consent agenda:** Phil moved to approve the consent agenda, Barbara seconded
 - a. Minutes of March Business meeting
 - b. Development & Outreach Report
 - c. Governance Committee Report
 - d. Facilities Committee Report
 - e. Monthly Statistics
4. **Finance Committee Report**
 - a. Staff Credit cards - paid through the friends - would streamline cashflow process to use card for programming when staff are making purchases offsite (pizza, books, craft supplies)
 - i. Barbara asked if there were fees associated with additional accounts - Katherine does not believe so.
 - b. MOU - stalled with the town – Trustees previously voted to only accept money from the town only for payroll purpose. They'd like to change things to receive allocated fund rather than submit invoices for past purchases.
 - i. Jim made a motion to authorize director to accept town appropriated funds as needed - Erin seconded; passed unanimously
5. **Kiwanis membership**
 - a. National organization similar to rotary club or masons - volunteer heavy group
 - i. About \$150 annually for membership
 - ii. Barbara attended meeting 4/15 - they need 15 members to be a charter org
 1. Very community oriented but need to do a lot of fundraising
 2. Expect a service project monthly
 3. Provide leadership training for school orgs

- iii. Don - not appropriate for a tax funded org

6. Overnight parking

- a. Town manager - neighborly complaint of a camper parked in far corner of lot. No explicit language in town warrant to keep people from parking overnight
- b. TPL Board has the authority to make a policy about this: Phil made a motion to prohibit overnight parking at the TPL; Steve seconded - passed unanimously

7. Trustee applications and officer positions

- a. Applications close on 4/21
 - i. Three current applicants and one student applicant to date
 - ii. Anyone interested in officer positions should contact Barbara to let her know before May meeting
 - iii. Anyone interested in interviewing potential trustee positions
 - 1. May 5th is the first date with May 6th, 12th, 14th being held for extra time slots
 - 2. 5:30pm start time

8. Directors Report

- a. Friends of the Library annual meeting was on April 3. Local high school student performed two poems and spoke about his experience at Maine Poetry Out Loud
- b. Updated ADA law for websites, need to be compliant by 2027 – family member of one of the Friends offered to do it for free.
 - i. Actions:
 - 1. Add her as a volunteer, to track hours
 - 2. Ask for some samples to be made based on our website
- c. State of libraries:
 - 13 staff have been terminated from the Maine State Library. They are awaiting answers regarding current and future federal funds.
 - ALA has filed a suit against the federal administration's executive order on the grounds that it violates funds already granted by Congress and that IMLS is a required agency by law
 - All Maine Senators and Representatives are in support of the IMLS and libraries and Collins signed on a joint letter to the new director of IMLS asking him about continuing to fund the agency
 - Only 12 staff remain at IMLS, out of 7, with only two dedicated to assisting libraries
 - Related news is that NEH and NEA funding are also in jeopardy and one of our partner institutions Maine Humanities Council is at risk. Children's Museum in Portland is also losing funding and may have to shut down.
- d. Trustee roundtable at MSL happening this Friday - Barbara will attend
- e. Staff - Jen Balser has submitted her resignation
- f. Poetry events have not had a huge attendance but interactive and positive
- g. Whitten event invitations will go out this week
 - i. Need to RSVP by May 9
- h. 4/21-4/25 school vacation week

- i. Big truck day happens that Friday 4/25 - there will be model trains in the community room at the same time

9. Old Business

- a. none

10. Other business

- a. Public hearing for town budget including library is tomorrow, Thurs, Apr 17 - Don will be at the town office at 6:30 as member of town finance committee; Katherine is requesting at least two board members attend

11. Public Comment

- a. none

12. Adjournment: Don moved to adjourn @ 8:20pm; Jim seconded meeting adjourned

Next meeting is scheduled for Wednesday May 21 @ 7:00 PM

Topsham Public Library Board of Trustees
Business Meeting Minutes
May 21, 2025

Board Members Present: Erin Arneson, Steve Diamond, Laura Miller, Barbara Swiderski, Katherine Webber, Deb O'Neil, Phil Dostie, Jim Doyle, Eleanor Young, Don Stein, Trish Vaughn, Kelley Glidden, Mike Snow

Absent: Anne Eustis

Members of the Public: 1

1. **Call to order:** President Kelly Glidden called meeting to order at 7:04
2. **Approval of Agenda:** Steve moved to approve the agenda, Barbara seconded
3. **Approval of consent agenda:** Barbara moved to approve the consent agenda as amended to remove Mike Snow as "absent" in attendees, Steve seconded
 - a. Minutes of April Business meeting
 - b. Development & Outreach Report
 - c. Governance Committee Report
 - d. Facilities Committee Report
 - e. Monthly Statistics
4. **Spring Appeal**
 - a. Mailer went out on Saturday and displayed on front desk
 - b. 5k match to all donations from an anonymous donor
 - c. Kelly mentioned that the board strives to have 100% board participation from voting members
5. **Trustee Recommendations**
 - a. Multiple strong applicants, winnowed down to three for the recommendations
 1. Brian Alexander
 2. Heather Helenora
 3. Pamela Mott
 4. Miles Dailey - student applicant
6. **Slate of Officers**
 - a. Phil - President
 - b. Jim - Vice President
 - c. Barb - Secretary
 - d. Erin - Treasurer
7. **Summer Schedule**
 - a. July off for business meeting and committees with the exception of the Governance
8. **Town Warrant for Budget**
 - a. Meeting is being held on Wed, May 28 at 7pm at Mt. Ararat, all Trustees encouraged to attend
 - i. Katherine mentioned that if you wanted to speak it's helpful to have a personal story about the library's impact on you

9. Directors Report

- a. Friends book shed is open for donations
 - i. Sale is Sept 12- 14
- b. Mark Waltz approved the transfer of \$110,000 last week for town's distribution
 - i. Unknown if utilities will be paid direct by the town or not.
 - ii. Final appropriation payout to come in June
- c. Summer reading starts next week
 - i. Same format as other years: bookmarks with bubbles indicating time read for kids & teens, choice of bookmark or bingo card for books read for adults
 - ii. Free book for kids who sign up for program
 - iii. Mariah has gone to Topsham and Bowdoin Elementary Schools to promote
 - iv. Lindsay is tabling at the high school
 - v. Middle school has not yet been finalized
- d. State of Libraries
 - i. MSL was able to recoup some of its funding but still laid off 8 employees including one who worked at Maine Infonet
 - ii. IMS is in a holding pattern due to legal battles and is currently running at a diminished capacity
 - iii. Librarian of Congress was fired for DEI reasons; senior staffer has stepped in
 - iv. There is a possibility that internet costs will be encumbered by the TPL if the Supreme Court votes down e-rate funding, which has a hearing in the coming months
- e. General updates
 - i. Cataloguing position closes on May 29
 - ii. Whitten event had at least 54 attendees and was well received
 - iii. Topsham garden club set up a bee house
 - iv. Memorial stone for Torri Pelletier dropped off
 - v. Fishing rally on May 31st, Maine free fishing weekend

10. Old Business

- a. Norway CD - 6-month is ending in June, recommendation is that we renew for another 6 months at the same interest rate
 - i. Phil Moved that we reup the 6-month CD at Norway Trish seconded. Motion passed unanimously

11. Other business

- a. Reviewed potential changes to mission and vision statements. A few suggestions were made, Katherine will be presenting all recommendation to Governance at their meeting on June 4.

12. Public Comment

- a. none

13. Adjournment: Barbara moved to adjourn @ 7:48pm; Trish seconded meeting adjourned

Next meeting is scheduled for Wednesday June 18 @ 7:00 PM

Topsham Public Library Board of Trustees
Business Meeting Minutes
June 18, 2025

Present: Erin Arneson, Steve Diamond, Laura Miller, Barbara Swiderski, Katherine Webber, Deb O'Neil, Mike Snow, Phil Dostie, Eleanor Young, Kelley Glidden, Jim, Doyle, Don Stein, Erin Arneson

Absent: Trish Vaughn

Members of the Public: Emily M, Brian A, Pam M

1. **Call to order:** President Kelley Glidden called meeting to order at 7:40pm
2. **Approval of Agenda:** Phil moved to approve the agenda, Steve D seconded
3. **Approval of consent agenda:** Corrections - Library of congress "c" in congress should be capitalized and the three-month total for patrons per day should be average not sum. Phil moved to approve the consent agenda as amended, Jim seconded
4. **Spring appeal**
 - a. \$5,500 in matching funds with a grand total over \$14K to date
 - b. Laura inquired any changes from last year
 - i. Small bookmark style mailer instead of letter
5. **Long Range Plan**
 - a. Final version presented with updated Mission & Vision statements that need board approval
 1. Mission: The Topsham Public Library connects people with resources, programs, and each other to stimulate personal growth, enrich minds, and support community.
 2. Vision: To sustain an informed, dynamic, and engaged community.
 3. Steven D - one question beginning of introduction letter - Should the LRP come from the planning committee or from the TPL?
 1. Katherine will change to "from the Topsham Public Library"
 2. Steven D moved to approve the LRP as amended, Barbara seconded; Motion passed unanimously
6. **FY26 Budget**
 - a. Library budget passed through the Town warrant process with no issue
 - b. Katherine presented the final version to the board which had some adjustments based on knowledge of how the budget is spent throughout the year
 - c. Nominal decrease of \$438 in TPL portion of the budget and donations were kept flat rather than increased.
 - d. Changes were supported by the Finance Committee
 - e. Jim moved to approve the updated final budget, Laura seconded; motion passed unanimously

7. Directors report

- a. Friends voted on their budget: increased each programming line by \$200
- b. Interlibrary loan costs have increased from \$5,610 to \$6,795.75; Katherine has signed the new contract through Maine State Library to continue participating in this service
- c. Patron record retention: annual process where we deleted unused patron records, Katherine has been catching up with this and removed 250 records which is why the total number of patrons appears to be less
- d. Final Town Appropriation: Katherine has requested \$39,000 for our final budget allocation for FY26; some budget will be unspent due to staff changes and pay rates
- e. Katherine has been asked by president of Maine Library Association to join the Legislative Committee and would like board approval to do so
 - 1. Other participating libraries include: Kennebunk, Millinocket, Bangor, Portland, and Ellsworth
 - 2. Seems like an easy group to get along with and this advocacy is important
 - 3. Board will consider and follow-up at August meeting
- f. State of Libraries: Court denied motion for ALA's preliminary injunction for the cancellation of IMLS funds.
- g. New cataloguer expected to begin in July
- h. Summer Reading began on Saturday, over 200 kids, teens, and adults have already signed up

8. Old Business: None

9. Other Business: None

10. Public Comment: None

11. Adjournment: Barbara moved to adjourn to ex session for just voting board members and student member at 8:15pm, Laura seconded