

Topsham Public Library Board of Trustees
Business Meeting Minutes
August 20, 2025

Present: Philip Dostie, James Doyle, Barbara Swiderski, Erin Arneson, Steven Diamond, Laura Miller, Pamela Mott, Michael Snow, Brian Alexander, Heather Helenora, Miles Davis, Director Katherine Webber

Absent: Don Stein

Members of the Public Present: Emily Muttel

1. **Call to Order:** 7:00 PM by President Philip Dostie
2. **Approval of Agenda:** Steven moved to accept the Agenda as presented, seconded by Pamela. Motion carried by unanimous consent.
3. **Consent Agenda:** Steven Diamond moved to approve the Consent Agenda as amended, seconded by Pamela. Motion carried by unanimous consent.
4. **Treasurer's Report:** Erin reported the FY25 budget came in \$59,697.20 under budget. The overage in spending for programming was due to grants received for this purpose. Katherine explained the Pop Williams Trust and the Maine Community Foundation investments. Someone from Maine Community Foundation could come to a Finance Committee or Board meeting if we want additional information.
5. **Spring Appeal Final Report:** The goal for FY25 was \$11,000.00. \$17,011.05 was collected in the Spring Appeal, including a \$5,000 and a \$500 matching donation.
6. **End of FY25 Statistics:** Overall, the FY 25 statistics are very good. Barbara expressed concern about the substantial drop in non-resident cardholders that could not be explained. Katherine will monitor this. Erin asked about tracking hits to the library website, Katherine said this information is being tracked just not on this spreadsheet. Erin also asked about tracking what items people are searching for on Cloud Library that are not available on the site. Katherine will check if this is possible. Laura asked what the goals were for FY26, Katherine mentioned increasing patron visits and literacy room usage.
7. **Director's Report:**
 - a. The Friends Book Sale is September 12-14. The library will be closed Friday at noon and all-day Saturday for regular services.
 - b. Summer Reading Program estimates over 1,000 bookmarks were distributed, and 50% of the children have returned theirs. Teens are excited about the golden tickets Lindsey created for the teen raffles. Program ends August 23.
 - c. End of FY25 shows circulation figures returning to pre-COVID levels, over 500 programs with over 11,500 participants, use of public computers and literacy room as well as e-book circulation is down, patron visits are up 5%, and volunteers and trustees provided over 2,000 hours of library service.
 - d. IMLS funding is still uncertain in the federal budget process, Maine State Library was able to re-hire one person, and the Supreme Court upheld funding for the E-rate internet service program that our library, among many others, uses.
 - e. Carrie Hawks has been hired for the Cataloguer position in July.

- f. Topsham Dental Arts provided Panera for staff as a thank you for using the parking lot.
 - g. Reception for the current gallery exhibition artists is Monday, August 25th at 3:30 PM.
 - h. Maine authors Matt Cost and Jule Selbo will be at the library on August 28th at 6:00 PM.
 - i. Joy of the Pen opens on Saturday, September 6th, information is available on the library's website.
 - j. Our garden has been officially certified as pollinator-friendly by the UMO Cooperative Extension.
 - k. Tami Santos and Irene Martin have begun preparing financial documentation in preparation for the annual audit, which is scheduled for the end of September.
8. **Unfinished Business:** Heather moved to allow Katherine to join the MLA Legislative Committee, seconded by James. Steven moved to amend the original motion as follows: to allow Katherine to join the MLA Legislative Committee with the understanding that she will seek Board approval prior to testifying before the legislature, seconded by Pamela. The amended motion passed unanimously, so the original motion is superseded.
9. **New Business:** Discussion was held regarding the unspent portion of the Town appropriation in FY25. Erin said the Finance Committee would draft a proposal for how to deal with this issue going forward. Barbara suggested the money might be used toward replacement of the lighting in the main portion of the library. James recommended that we obtain Town approval before spending any surplus money. Katherine will request a meeting with Mark Waltz, Jeff Emerson, and Cathy Ricker and one or two board members to discuss options.
10. **Public Comment:** Emily Muttel, advocating for better staff relations, requested the Board provide feedback on the staff review of the Director. She said she would answer any questions about why she took her concerns to the Town. There were no questions. Philip explained that her concerns are being addressed, and while the Town has no authority over personnel decisions at the library, our concern is to maintain good relations with the Town.
11. **Adjournment:** Barbara moved to adjourn the regular business meeting and enter into executive session for voting Board members and the Director, seconded by Laura. The meeting was adjourned by unanimous consent at 8:25 PM.

Respectfully submitted,
Barbara Swiderski, Board Secretary