

**Topsham Public Library Board of Trustees**  
**Business Meeting Minutes**  
**September 17, 2025**

**Present:** Philip Dostie, James Doyle, Barbara Swiderski, Erin Arneson, Steven Diamond, Don Stein, Pamela Mott, Michael Snow, Brian Alexander, Heather Helenora, Miles Dailey, Director Katherine Webber

**Absent:** Laura Miller

**Members of the Public Present:** None

1. **Call to Order:** 7:00 PM by President Philip Dostie
2. **Approval of Agenda:** Pam moved to accept the Agenda as presented, seconded by Heather. Motion carried by unanimous consent.
3. **Consent Agenda:** Steve moved to approve the Consent Agenda as presented, seconded by Erin. Motion carried by unanimous consent.
4. **Treasurer's Report:** Erin explained that several items on the Budget vs Actual Report exceed the threshold for this period in the fiscal year due to payments due at the beginning of the year. Susan Preece has finally been deleted from the Bank of America Credit Card and Katherine has been added. Steve Bouchard will be an authorized contact as a back-up for when Katherine is not available, but he will not have his own card. The Finance Committee decided to leave the Pop Williams Trust as it is for now. The Finance Committee will draft a procedure for how to handle any unspent funds at the end of the fiscal year from the Town appropriation as well as the Library fundraising portion of the budget. The Town will be informed, and the procedure will be presented to the Board for approval.
5. **Open House:** Barbara stated that this will be held on Saturday, October 18<sup>th</sup> from 10 AM to 12 PM. She and Heather are working on making the Trustee table more dynamic than in prior years. Miles will be in the Teen Room with Lindsey. Erin and Phil volunteered to help, and Brian volunteered to man the "Library of Things" area. Katherine has ordered some giveaways and a Plinko game has been purchased for the event.
6. **Book Sale:** Over \$10,500 was raised during the weekend with an additional \$250 raised in the Birdhouse raffle. A discussion followed on what could be done with the unsold books rather than recycling them, but logistics make it difficult to manage.
7. **Director's Report:**
  - a. The Friends book sale was well-attended, see above for money raised.
  - b. Summer Reading was a huge success with 168 children completing the program and had over 1,700 raffle entries. The Friends agreed to award prizes to the three who tied for third place. Teens completed 87 bookmarks and submitted 1,065 raffle tickets. Their mini golf program had over 105 participants. Adults submitted 56 Bingo cards and 52 reading logs, up by 22% and 13% respectively.
  - c. Listening Tour sponsored by the Maine State Library will stop in Topsham on Wednesday, September 24<sup>th</sup> at 1 PM. Katherine will forward the information to the Trustees in the event anyone wants to attend.

- d. State of Libraries – Maine State Library (MSL) canceled the Reading Round-up program due to federal funding cuts. The American Library Association (ALA) has signed on to a second case to uphold the injunction against the executive order aimed at dismantling the Institute of Museum and Library Services (IMLS).
- e. Staff/General – the Library has received a metal detector to add to our Library of Things and is constantly checked out. Postcards have been sent to all donors informing them of what their donations to the Library made possible in FY25. Children’s Librarian Mariah and Gallery Coordinator Kelsie have teamed up to offer new art programing. New DVDs can now be found on the shelves with new books. Mystery Readers Roundtable is full and not accepting more participants. The Annual Report will be published in the October *Cryer*.
- f. Notes from Q1 Staff Check-ins – Discussions included problems with the new payroll app, which have been resolved. The daily staff huddles have been positively received with minutes sent following each huddle. A new ergonomic chair and a stand-up desk have been purchased at staff request. Streamlined onboarding process and goal setting for new employees is now in place. Extra help is needed for some very popular kids programming. How to handle cash at the circulation desk, special projects, the book sale, and planning for the “Joy” series were also discussed.

8. **Unfinished Business:** None

9. **New Business:** Erin asked about the role of the Executive Board, which was followed by a discussion on the topic. The Governance Committee will review and recommend updates to the Bylaws at a future meeting. Heather asked for a better explanation of the responsibilities of each Committee.

10. **Public Comment:** None

11. **Adjournment:** Steve moved to adjourn the regular business meeting, seconded by Don. The meeting was adjourned by unanimous consent at 8:11 PM.

Respectfully submitted,  
Barbara Swiderski, Board Secretary