

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

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

**Members of the Public Present:** None

1. **Call to Order:** 7:02 PM by President Philip Dostie
2. **Approval of Agenda:** Steve moved to accept the Agenda as presented, seconded by Pam. Motion carried by unanimous consent.
3. **Consent Agenda:** Heather moved to approve the Consent Agenda as presented, seconded by Laura. Motion carried by unanimous consent. It was agreed that monthly statistics do not need to be part of the consent agenda but added to the Director's Report.
4. **Treasurer's Report:** The September and October profit and loss statements were reviewed. The 6-month CD is maturing next month and the interest rate offered by Norway Savings is substantially lower than the current rate. The Finance Committee is researching rates at other banks in the area. Irene Martin, our accountant, has stepped in to perform some of the weekly bookkeeping tasks, but the auditor states that she cannot handle donations. Members of the Development and Outreach Committee have volunteered to help with that if necessary. There have been several applications received for the bookkeeper position and Katherine hopes to begin interviews the week after Thanksgiving. The Finance Committee agrees with the recommendation of the Facilities Committee on the bids for carpet cleaning and lighting replacement in the atrium. Katherine will ask if a representative from the Maine Community Foundation can attend one of our board meetings to answer questions and explain how the process with our investments works.
5. **Building Bids:**
  - a. **Carpet Cleaning:** The Facilities Committee received bids from AllClean Carpet Care for \$2,400 with no additional charge for performing the work on Saturday, in addition to a proposal for maintenance cleaning for \$3,900, which could be done in 3- or 4-month intervals. Servpro submitted bids for \$3,572.20 if the work is performed on a weekday and \$5,359.84 if the work is performed on Saturday. Barbara moved to contract with AllClean in the amount of \$2,400, seconded by Jim. Motion carried by unanimous consent.
  - b. **Lighting:** The Facilities Committee received bids to remove the existing lighting in the atrium and replace it with LED lighting from L&B Electric for \$35,267.00. This is the company that the Town called to repair the parking lot light issue last month. A.B. Electrical Services submitted a bid for \$43,578.99 and Electrical Systems of Maine submitted a bid for \$34,700.00. It was decided to table this to be determined at a later time.

**6. Director's Report:**

- a. The Friends: reviewed the book sale procedures and will need a new coordinator and sorter next year.
- b. Highlands Presentation: Katherine gave a presentation about library services and outreach at the Highlands on Nov. 10. They were particularly interested in digital options, tech help, and what volunteers can do other than shelving.
- c. Outdoor Lights: L&B Electric replaced the defective part that controls the timer for the outside lights on Oct. 27.
- d. Book Ordering: We are no longer ordering from Baker & Taylor since they are closing in January. Librarians have begun ordering from Ingram instead. They do not trim the mylar plastic covers as the previous company did, but this was determined not to be a huge issue.
- e. State of Libraries: There will be a \$100 increase in the Minerva fee next year. There is a new back-end system being rolled out for the patron-side catalog that is pin based and may create issues. Solutions are being explored at TPL and with Maine InfoNet. Katherine distributed the Maine State Library Benchmarks of Excellence document that will become a requirement sometime in the future. She asked the trustees to complete it at home to see if we fall into the Emerging, Enhance, or Exemplary Level. She will send us what she has completed as a reference. The Maine Library Commission wants to use this document to determine if libraries can participate in regional borrowing and voted to give libraries 3 years to reach the minimum of Emerging status.
- f. Staff/General: Joy of the Pen was well attended and had 20 more submissions than last year. The application for the bookkeeper position closes today with 21 applications received. Registration for Joy of Art opens November 29. ALL CALL for staff, trustees, and volunteers to submit their art for display in the gallery next month. Contact Kelsie before the Dec. 2 deadline at [tplgallery@topshamlibrary.org](mailto:tplgallery@topshamlibrary.org) if interested. Santa Reads will take place on Dec. 10, and free books will be distributed. Topsham History Discussion Group is taking a hiatus as the facilitator needs to step back. There is a Thankfulness Tree in the Children's Room, and trustees were asked to add a leaf to it.
- g. Notes from October/November staff check-ins: included meeting room issues with booking, personnel policy, formatting of our monthly page in the Cryer, Saturday Storytime, outdoor winter activities, AI at the library, expanded art programming, updates from the Minerva circulation manual, Friends closet potentially being used for weeded book storage, potential new volun-teens, and a new binder for Nintendo Switch games.

**7. Unfinished Business:** Officer Roles: Laura moved to have the Governance Committee tackle this issue, seconded by Jim. Motion passed unanimously.

**8. New Business:** none

**9. Public Comment:** none

**10. Adjournment:** Laura moved to adjourn the regular business meeting, seconded by Don. The meeting was adjourned by unanimous consent at 8:15 PM.

Respectfully submitted,  
Barbara Swiderski, Board Secretary