



**Auburn Public Library
Board of Trustees In-Person Meeting
Tuesday, October 22, 2024, 4:30 p.m.**

Present: Lisa Cesare, John Cleveland, Pat Gautier, Michael Malloy, Heidi McCurdy, Nicole Rancourt, Sharon Bergeron, Ralph Harder, and Rick Whiting

Staff: Donna Wallace

Guest: Moriah Pfeiffer, LPL Representative

1. Call to Order/Introductions

The meeting was called to order at 4:30 PM. Introductions were made.

2. What Are You Reading?

A full list was posted to the web.

3. Approval of August 27, 2024 Minutes

The meeting minutes from the August 27, 2024 meeting were approved unanimously with no changes on a motion by Lisa Cesare, seconded by John Cleveland.

4. Freedom to Read Statement

The Board continued its discussion of the Freedom to Read Statement, developed by the American Library Association in 1953. In 2023, its 70th anniversary, ALA invited individuals and entities to sign the statement in a show of support for this important right found in the U.S. Constitution. A motion authorizing Director Donna Wallace to sign the ALA's Freedom to Read statement on behalf of APL was made by John Cleveland, seconded by Lisa Cesare. All Board members approved the motion.

5. Ad Hoc Committees

Strategic Planning Committee: John Cleveland

Donna Wallace identified four potential dates for an organizational meeting. Dates considered were November 20th, December 3rd, 4th, or 11th. Donna will send out an email to the committee for consensus.

Trustee Selection/Onboarding Committee: Heidi McCurdy

Members of the Trustee Selection/Onboarding Committee met with potential trustee Brian Casey, a Vice President at Auburn Savings Bank, an APL community partner and one of the local banks we use. The Committee was impressed with his dedication to the L-A area and his involvement with many local business groups but he lives in Naples. Heidi has informed him that we

would seriously like to recommend him to the Board but we are hampered by our by-laws. He is only able to participate on our standing committees and attend Board meetings as a guest. He has not yet responded.

Michelle DeBlois from the APL staff is interested in participating in the Selection/Onboarding Committee. The Committee will meet to establish meeting dates and times and develop their meeting agendas.

The Board requested the Committee work with Governance Committee at their November meeting to draft new language for the By-laws around the numbers of trustees and who can be included as members of the Board. The Committee will present a draft of their suggested By-law changes to the Board at their January 2025 meeting. The Board will also discuss how to include the Corporators in the approval of any changes to the By-laws.

6. Governance Committee Update: Lisa Cesare, Chair

The Library Use Policy was reviewed by the Governance Committee. Wording about weapons was added to the policy as it was missing. A motion made by Nicole Rancourt, seconded by Lisa Cesare to approve the changes to the Library Use Policy was approved unanimously by the Board.

The Meeting Room Policy was reviewed after the Committee learned that rental revenue was being lost when for-profit users were cancelling events with no time to rebook the room(s). Also some non-profits who do not pay a fee were booking too many events that took advantage of their free status. The Committee revised the policy to include a new booking process whereby the booking is not confirmed until the rental fees are paid; cancellations must be made no later than 48 hours before the event (unless a weather event occurs) to be reimbursed the full rental fee. A \$50 fee will incur if the cancellation is within 48 hours of the event. A motion to accept the changes in the revised Meeting Room Use Policy made by Sharon Bergeron and second by Nicole Rancourt was unanimously approved by the Board. Donna Wallace will contact the non-profit that use the room in excess.

There was discussion about officers for the board and their length of terms. All officer terms will expire at next September's Annual Meeting and a new officer election will happen at the Annual Meeting. The one year terms of secretary and treasurer of the Board were not approved at the Annual Meeting in September 2024. A motion made by Lisa Cesare and seconded by Rick Whiting to approve Pat Gautier as Secretary and Sharon Bergeron as Treasurer until September 2025 was approved unanimously. To ensure we follow the By-laws in regard to election of officers, there will be a Board meeting immediately following the Corporators meeting in September 2025 to elect a full slate of officers: President and Vice President for 2 years, and Secretary and Treasurer for 1 year.

7. Finance Committee: Sharon Bergeron, Treasurer

Finance Report: The September 30th, end of first quarter financials reflect 24% positioning in both revenue and expenses... right where we should be in the budget year. Endowment revenues are lower because we requested that Maine Community Foundation hold back some of our monthly monies to take advantage of current market conditions. We can access the monies if we need to.

The 3 new/revised accounts have been set up at Auburn Savings as previously directed by the Board. Other banking changes are in motion now that the account signatures have been updated.

The Finance report was approved on a motion by Lisa Cesare, seconded by Pat Gautier.

FY 2026 Budget: Donna Wallace is developing a list of capital improvement projects(C.I.P.) for the FY 2026 budget. The developing FY2026 budget itself will be on the November Finance Committee meeting agenda.

Audio/Visual rentals were discussed. Lewiston Public Library does not charge for audio books and our patrons are going there or to Minerva for free rentals. The \$100 projected in the FY2025 revenue budget for audio books has been reached. The \$3500 in projected budget revenues for videos and DVD's has not been met as yet. We do not charge for music CD rentals. A motion by Nicole Rancourt and seconded by Ralph Harder to immediately stop charging for audio book rentals and stop charging for videos and DVD's when their budgeted revenue line is met was approved 8 to 1. The decision to stop charging for audio-visuals will be reconsidered in the budget discussions for FY2026.

Audit Policy and Internal Financial Control Procedures were updated by the Governance Committee, the Finance Committee, and Director Donna Wallace. The City of Auburn's City Manager and Finance Director are okay with our doing yearly Reviewed Financial statements instead of audits. We do not have to bring this to the City Council per the Mayor. The updated Audit Policy states we can now do Audits or Reviewed Financial Statements. We will do intermittent audits when needed. A motion made by Pat Gautier and seconded by Lisa Cesare to accept the Audit Policy and Internal Financial Control Procedures document was approved unanimously by the Board.

8. "Fun" Raising Committee: Nicole Rancourt, Chair

Nicole Rancourt, Haley Warden, Sharon Bergeron, and Donna Wallace met to discuss fundraising, development, and tracking in-kind donations. They are working on a line for Development in the FY2026 budget, as well as getting a card reader for Haley. Haley has been sending out the gratitude gifts to repeat donors and the annual appeal mailing will be going out in late November. They would like 100% participation by Board members and staff, and will appreciate even the smallest donations.

Planned Events:

November 3th: We will feature a "Craft Around Town" diamond art night at Gritty's. This is geared to adults but will be family friendly.

December 7th: The Holiday Bazaar will include two white elephant tables: one for adults in the Androscoggin Room and one for kids in the small conference room. Gift wrapping will be available. They are reaching out to the Farmer's Market vendors to see if they would like to participate. If anyone has gently used items to donate, please bring them to the Front Desk or to Haley's office. Board members are needed for shifts.

March 15th from 10:00-11:30: The Art Auction will take place in the Androscoggin Room.

June 4th: A trivia night and Summer Reading launch is planned at Side by Each.

September 13th: They are planning a Community Block Party – more to come soon.

9. Director's Report

A full written report was provided by Donna Wallace. APL is finally fully staffed: Lyla Metcalf is our new Children's Associate, and Sheridan Tarbutton's hours have increased at the Lending desk and they are now a regular part time employee. All job descriptions have been revised. The September staff meeting featured Tisha Bremmer and a communications workshop. Staff meetings are becoming more focused. Leadership team has been looking at internal policies and better ways to do things. Haley visited Curtis Memorial Library's Development and Marketing Director and brought back a number of good ideas. Auburn's Fire Chief Robert Chase visited APL and attended our staff meeting to talk to staff about safety procedures. He will come back to do a formal evacuation drill and violent threat drill with the staff. An internal safety committee will be formed and the safety manual will be updated. There was discussion about looking into a generator for APL as we're a warming center for the city. The security keypads to enter APL are 18 years old and are on the fritz. Brian Usher is looking into this situation. The Trafton plaque has arrived. Donna will meet with Michael Malloy about organizing a small gathering of staff and trustees. November 14 is the date of the first discussion if "Palace of the People" (through chapter 3). The bathrooms at APL need to be updated. More privacy with floor to ceiling walls is needed. Holiday staff gathering: staff would like an after-hours off site gathering. January 8 staff training from 8 AM to 10 AM will feature Christy Gardner from Mission Working Dogs and service dog policy. Board is welcome to attend.

10. Lewiston Public Library Report: Mariah Pfeiffer

Their Capital Campaign to raise \$1 million dollars began 3 weeks ago and will continue for 18 months. December 14 from 11:00-1:00 they will host a family event "Character Party" for super heroes and princesses. The LPL Board is revisiting their Ethical Investment Policy and its social responsibility implications.

The meeting was adjourned at 5:56 PM on a motion by Lisa Cesare, seconded by Nicole Rancourt.

Upcoming Board meetings:

Board Meeting - November 26, 2024 at 4:30 PM in-person (Androscoggin Room)

Finance Committee Meeting – January 9, 2025 9:00 AM (Conference Room)

Governance Committee Meeting – January 14, 2025 8:00 AM on Zoom

Board Meeting - January 28, 2025 at 4:30 PM in-person (Conference Room)