



Minutes

Auburn Public Library Board of Trustees

Tuesday, May 28, 2024, 4:30 p.m.

In-Person – Androscoggin Community Room

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

APL staff: Donna Wallace, Bethany Lyons

Guests: Liana Kingsbury and Brendon Reay (Maine Community Foundation)

1. Call to Order/Introductions

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

2. Approval of April 23, 2024 Minutes

The meeting minutes from the April 23, 2024 meeting were approved with no changes by a motion by Sharon Bergeron and seconded by Lisa Cesare. All were in favor.

3. Presentation by Maine Community Foundation

Liana Kingsbury and Brendon Reay from the Maine Community Foundation attended the APL meeting to provide an update on APL's investments. Liana and Brendon introduced themselves and MCF, which was founded in 1983. In short, they are a non-profit organization with a community grant program. They manage funds for long-term growth and preservation of assets and are currently managing approximately \$700 million in Maine. The APL funds are under their agency fund program. Liana pointed out that MCF started working with APL in mid-2008 (and they held APL funds in cash for approximately six months) and then invested APL funds in February 2009. Liana provided the Board with a list of the 28 APL funds they presently manage. When MCF started, only four funds were being managed. APL currently has \$2.85 million invested with MCF. They distribute funds in March and distribute 4% of accumulated earnings (4% is their standard spending policy).

Board members asked questions of Liana and Brendon. Michael Malloy asked for a copy of the MCF spending policy rationale. MCF can send their minutes by the end of the year.

4. Finance Committee Update

Sharon Bergeron gave a review of the April financials. A summary overview was provided to the Board. She reported that an issue with funds being booked twice has been corrected. The Cafe rental issue has been addressed.

Sharon presented the finance committee's proposal for cash management recommendations as detailed in her handout to the board. There was a motion by Lisa Cesare and seconded by Pat Gautier to accept the finance committee's banking proposal. All were in favor.

5. Lewiston Public Library Report

A representative from the Lewiston Public Library Board of Directors did not attend the meeting.

6a. Governance Committee Report

Lisa Cesare provided a written report from the Governance Committee. The Governance team has finalized what we hope will be the newly agreed upon Employee Handbook. The goal is to send it out internally for the Governance Committee to agree upon and the full board to vote it in for the June meeting and then roll that out to the staff.

They are also preparing a memo on how we will roll over accumulated time as well.

After completion of the Employee Handbook, next tasks will be to re-vamp roles and responsibilities that Donna's team has started to prepare and start to work on next year's evaluation.

6b. "Fun" Raising Committee

Nicole Rancourt provided the following written report from the Fun-Raising Committee.

Book Around Town

Trivia event at Side By Each on June 5 at 6PM. Please let Haley know if you'd like to be there on APL's team by Friday, May 30. Additionally, if you have any library-related trivia questions to suggest, send those along by the 30th. We'll have two baskets to raffle, will have a library card sign up, as well as Adult Summer Reading registration. Raffle tickets: \$1/ticket; \$10 for 12; \$20 for 25

Other BAT events: Beginning conversations with Lost Valley for a fall event. Investigating connecting with their Friday evening running club as a new audience. If anyone has connections, let Nicole and/or Haley know.

Fall event TBD

Craft Around Town: Will add in another even this summer at Gritty's, who asked us to try working with them again. Tentative date July 28 at 4.

Current Corporate Sponsors/Donors

Dead River, Maple Way, Community Credit Union, Norway Savings, Lamey Wellehan, The Sign Store & Flag Center, Cornerstone Wealth Planning, and Pats Pizza We will be working with Donna to begin following up with those who have not responded.

Question: With the increase in events that include attendees paying for items, it would be helpful for Haley to create an APL VENMO acct. Is this possible?

7. Other Business

Sharon Bergeron questioned the question in the Fun-Raising report regarding the VENMO account. Donna Wallace and Nicole Rancourt reported that the account was set up earlier this afternoon and gave Donna and Haley Warden "cash-in only" access to the account. Sharon

requested that this topic of electronic funds usage be put on the Finance Committee's agenda for further discussion.

Lisa Cesare brought forward the name of a possible new board member, Christopher Foster. Both Lisa and Donna Wallace met with him and felt his background would be a great addition to the APL Board. He is presently employed at TD Bank as a VP, Virtual/Digital Sales Manager, and library user. He expressed interest in being on the Governance Committee. There was a motion by Lisa Cesare and seconded by Pat Gauiter to accept Christopher Foster as a new board member. There was a discussion about broadening the board's cross-section and diversity. There was more discussion about the possibility of changing the by-laws to broaden who can be on the APL Board (ie. Androscoggin County members, Auburn business owners, etc). A vote was taken on the appointment of the new member: 9 in favor, 0 opposed, 1 abstaining.

After the June 25 board meeting, the Board plans to hold a staff appreciation buffet dinner for all APL staff starting at 6PM at DaVinci's Eatery in Lewiston. This will also be open to the City Council to attend. There will be about 35 attendees. The board will hold its June meeting in the back room of DaVinci's from 4:30 PM to 6 PM.

There was a motion by Ralph Harder and seconded by Rick Whiting to adjourn the meeting at 6:07 PM. All were in favor.

Signed: Bethany Lyons, APL Administrative Assistant

Date: _____

Upcoming Board meetings:

June 25 at 4:30 in-person (DaVincis Restaurant Meeting Room / Lewiston)

July - no meeting scheduled

August 27 at 4:30 in-person (Androscoggin Community Room)