



Minutes

Auburn Public Library Board of Trustees

Tuesday, June 25, 2024, 4:30 p.m.

In-Person – Off-site: DaVinci’s Restaurant, Lewiston ME

Present: Patricia Gautier, Ralph Harder, Michael Malloy, Heidi McCurdy, Nicole Rancourt, Sharon Bergeron, and Rick Whiting

Excused: Lisa Cesare, Christopher Foster, John Cleveland and Liza Dimitri

APL staff: Donna Wallace, Bethany Lyons, Haley Warden

Guests: Marissa Deku, 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 May 28, 2024 Minutes

The meeting minutes from the May 28, 2024 meeting were approved with no changes by a motion by Sharon Bergeron and seconded by Pat Gautier. All were in favor.

4. Governance Committee Update

Pat Gautier reported that the Committee continues to work on the employee handbook. They want to “get it right” the first time rather than making a number of changes in the future. Donna Wallace will be proposing three alternative scenarios to the changes in PTO and we should “tread carefully on taking away time” from staff. In all scenarios, PTO will not be paid out in the future when an employee leaves APL. The completed handbook will be brought to the full Board for a vote at the August meeting.

5. Finance Committee Update

Sharon Bergeron gave a review of the April financials to the board. Michael Malloy said he appreciated the balance sheet and P&L being included in the materials for the Board. The Finance Committee did a deep dive into the library’s banking at their June meeting. APL has hired the current bookkeeper, Sarah Cunningham of 207 Bookkeeping, to audit the restricted and grant funds. She will work one additional day per week at an agreed-upon start date. Because of these added hours, the FY 25 budget will have increased accounting costs.

The Finance Committee reminded the Board that the Maine Community Foundation needs Board approval before any changes are made to the account. Currently, the MCF sends APL Capital Reserve funds quarterly. A motion was made by Pat Gautier and seconded by Nicole Rancourt to suspend all quarterly distributions to the Capital Reserve indefinitely, and the Board will ask MCF when they'd like the money distributed. After discussion and a vote, all were in favor.

6. "Fun" Raising Committee

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

Side by Each trivia night was a huge success and made about \$400. There were 14 new library cards processed and many summer reading pamphlets were handed out. Nicole reported that the organizers of the trivia were wonderful to work with. During the event, the winners of the 50/50 raffle and the sports bag donated both items back to APL re-raffle. The sports bag was raffled off at the summer reading kick-off.

Due to the summer, fundraising activities are slowing down. There was a discussion about working with the running club at Lost Valley. A question was asked whether there would be fundraising activities at the LA Balloon Festival; nothing is planned at this time. Donna reported that a customer donated four large framed photographs estimated at \$2,000 (\$500 each). Three of the images are in Maine and one is in New Hampshire. These can be raffled off in the future.

7. Director's Report

In addition to Donna's provided written report, she told the Board:

- Lending associate, Stephanie Cargill, was promoted to the Lending Services Technician full-time position. They are now interviewing for her part-time position and have had 14 applicants.
- Donna is interviewing for the Adult Services Manager position and has two great candidates. Due to holidays and vacations, the second interview will happen in mid-July and she hopes to hire in early/mid-August.
- Sadie Bonang, former part-time Book reach coordinator and Children's Department Associate left APL to take a full-time position elsewhere. Nancy Morrow will be working her summer hours in the Children's Room.
- Staff memos on raises were given to staff last Friday. Donna will be meeting with managers about their budgets.
- Purchases from restricted endowment funds are now being managed by staff making the book selections.
- The Board was asked who needed to revise a Customer Service policy - the full Board or the Governance Committee. The policy as written does not have a clause that includes "unattended items are not the responsibility of APL". The library should also include wording about "First Amendment" auditors in libraries. At this time, there is nothing in our policy about video or photographs, or about entering non-public areas. The Board suggested that changes should go to the Governance Committee first.
- There will be additional cameras installed this week in the common areas of the reference desk/second floor.
- There were over 100 people at the Summer reading kick-off event on Monday.
- There is no update on the State contact for van service and ILL service; the appeal is being heard.

Nicole pointed out that the APL Annual Report is online and looks amazing. Haley Warden reported that it has had over 1,000 views. She also noted that the Kids' calendar is now online (over 600 views) and has eliminated mailings and saving postage expenses.

8. Lewiston Public Library Report

Marissa Deku, a representative from the Lewiston Public Library Board of Directors, provided an update. Their Lending Services Librarian left to take a Director position at the Topsham Public Library. They have had 30 applicants for her position. LPL had a Capital campaign kick-off and their first goal was met which will set them up to meet future goals and the support from the City Council. The goal is to have all funds in place by the end of 2025 and to start renovations. A calendar for the Capital Campaign is being worked on.

LPL would like to have APL Board members attend their meetings (held at 5:30):

July 11 - Nicole Rancourt

August 1 - need a volunteer

September 5 - need a volunteer

9. Other Business

The APL Annual Meeting will be held on the last Thursday of September (September 26) at 6:00 PM in person at APL in the Grand Reading Room. There are no decisions that corporators have to make. Rather than invite a guest speaker, the board would like the Leadership Team members to present a "year in review" to those present. There will be no regular Board meeting on September 24.

As we are nearing the end of the fiscal year, Michael Malloy thanked Pat Gautier for her years of service to the library and for her dedication to APL during the transition time. He also thanked Donna Wallace for stepping up to lead the library.

There was a motion by Nicole Rancourt and seconded by Rick Whiting to adjourn the meeting at 5:22 PM. All were in favor.

Signed: Bethany Lyons, APL Administrative Assistant

Date: _____

Upcoming Board meetings:

July - no meeting scheduled

Tuesday, August 27 at 4:30 PM in-person (Androscoggin Community Room at APL)

Thursday, September 26 at 6:00 PM in-person (Grand Reading Room at APL) - Annual Meeting date