



**Auburn Public Library  
Board of Trustees In-Person Meeting  
Tuesday, August 27, 2024, 4:30 p.m.**

**Present:** Lisa Cesare, John Cleveland, Chris Foster, Pat Gautier, Michael Malloy, Heidi McCurdy, Nicole Rancourt, and Rick Whiting

**Staff:** Donna Wallace, Sarah Cunningham, Haley Warden

**Excused:** Sharon Bergeron, Liza Dimitri, Ralph Harder

**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 June 25, 2024 Minutes**

The meeting minutes from the June 25, 2024 meeting were approved unanimously with no changes on a motion by Sharon Bergeron, seconded by Pat Gautier.

**4. Governance Committee Update: Lisa Cesare**

The Employee Handbook, reviewed and updated by the Governance Committee with assistance from attorney Amy Dieterich, was approved by the Board on a motion by Pat Gautier, seconded by Chris Foster.

Discussion centered round the changes to staff time off. The new policy for PTO (Paid Time Off) combines sick time, vacation time, and personal time into one bucket of hours. It will begin on January 1, 2025. Hours will be front-loaded, with up to 80 unused hours eligible to be carried over to the next year. Bereavement, military, family leave, and holiday hours remain outside this policy. Longtime disability is an option if someone is faced with a lengthy illness.

The current policy allows for staff to accumulate sick time hours to 900. When they leave or retire they are eligible for a one-time payoff of one third of those hours. The liabilities from this policy will be paid off to staff members in early January of 2025.

The changes will be explained to staff this Fall. The Board and the Director will be very transparent about the changes.

There are no changes to medical insurance or Social Security/ME PERS.

**By-laws Changes** around broadening/diversifying the make-up of the Board of Trustees were discussed and tabled for more discussion.

### **5. Finance Committee Update: Sarah Cunningham**

The finances were reviewed and the report approved on a motion by Rick Whiting, seconded by Lisa Cesare. It was noted that our largest source of revenue is the City of Auburn and our largest expense is for personnel. Efforts are currently being made to document the history of decisions and policies involving finance so future personnel and Board members will fully understand what is the basis of decisions made.

The payout to staff for accrued sick-time that will close out the sick time policy liability ending December 31, 2024 was approved on a motion by Lisa Cesare, seconded by Pat Gautier. The approximately \$25,000 will be paid in early January 2025 and will be covered by funds in savings.

The Maine Department of Labor requires entities to set aside 5% of current quarterly wages for potential unemployment claims. In 1972 the Library was advised to do this. The current amount of \$7168 is set aside in an account for this but may not be enough. Sarah Cunningham will be calculating the correct amount to set aside each quarter.

We have \$32,708 in grant monies that need to be spent. Sarah Cunningham will attempt to connect the spending with the original grant requirements and will contact grantors when possible.

The unemployment monies and the unspent grant funds are both items stated in the Austin Associates audit that we need to take care of to have a clean audit. They should be taken care of as soon as possible.

The banking documents signatures will be finalized and Donna will be able to move our monies around as we voted on in June 2024.

A discussion to add the option of an annual Financial Review Statement to the Audit Policy was tabled. Audits are cost more and fewer auditors are doing them. Financial statements are also good and examine our books. Auditors are signing off on them. Rick Whiting will check with City Manager Phil Crowell to see if the City of Auburn is flexible and will accept a Financial Statement.

### **6. “Fun” Raising Committee: Nicole Rancourt**

The next fundraising event will be the Holiday Bazaar. All are invited to the Fundraising meeting on September 8<sup>th</sup> at 2:00 at SideXEach.

### **7. Director’s Report: Donna Wallace**

The report stands as written. Donna invited Board members to participate in a Maine State Library Meeting about Board Succession Plans on October 4<sup>th</sup> from 11:00 to 1:45. This is an in-person meeting at MSL in Augusta.

**8. Other Business:** Two workshop meetings were scheduled for the next two months to begin discussing the Board composition question, and the Strategic Plan that Donna is developing.

APL Board members who will attend the 5:00 LPL Board meetings:

Sept. 5<sup>th</sup> M. Malloy

Oct. 3<sup>rd</sup> H. McCurdy

Nov. 7<sup>th</sup> L. Cesare

The meeting was adjourned at 6:05 on a motion by Pat Gautier, seconded by Nicole Rancourt.

**Upcoming Board meetings:**

September 24, 2024 Workshop Meeting 4:30-6:00

September 26, 2024 Annual Meeting 5:30 PM (Social Hour) 6:00 PM (Business Meeting)

October 8, 2024 Workshop Meeting 4:30-6:00

October 22, 2024 Board Meeting 4:30-6:00

November 26, 2024 Board Meeting 4:30-6:00