



Minutes

Auburn Public Library Board of Trustees

Tuesday, March 26, 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 and John Cleveland, Lisa Cesare and Liza Dimitri

APL staff: Donna Wallace, Bethany Lyons, Haley Warden

Guest: Tu Biederman (LPL Representative)

1. Call to Order/Introductions

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

2. What have you been reading?

A full list was posted on the website.

3. Approval of February 27, 2024 Minutes

The meeting minutes from the February 27, 2024 meeting were approved with one change by a motion by Sharon Bergeron and seconded by Nicole Rancourt. John Cleveland asked the minutes to be clarified to reflect he was not a board member at the January meeting. All were in favor. Lisa Cesare abstained as she was not at the February meeting.

4. Finance Committee Update

Sharon Bergeron reported that Donna Wallace and Michael Malloy presented the APL budget to the City Council on March 18. A budget increase of 5% was requested from the city. Austin Associates will present their audit at next month's board meeting. The Finance Committee met and talked about internal controls. Sharon gave an overview of the February financials. The Maine Community Foundation will be attending the May board meeting to give a presentation. The last distribution of the Schuler Donation (\$95,926) was received. Rick Whiting reiterated that the Library's HVAC upgrade is accounted for in the current city budget.

5. Governance Committee Update

Lisa Cesare reported that the Governance Committee has been busy working on updating the employee handbook again because when it was reviewed by employment lawyer attorney Amy Dietrich, there were several areas where we were not in compliance with Maine law and best practice. Lisa then provided an overview of three changes the committee is recommending:

- Current vacation policy is four (4) weeks max vacation time for employees employed more than five years. The committee is recommending an increase to five (5) weeks for employees employed more than ten (10) years. There are currently three employees in this category.
- No more comp time going forward for salaried exempt employees.
- Elimination of time sheets for salaried exempt employees unless taking vacation/sick/personal time. Hourly and non exempt employees will continue to do time sheets.

The board then had a discussion on the possibility of changing all earned time off categories to Earned Paid Leave (EPL) or Paid Time Off (PTO). Michael Malloy gave input on the state changes to this format and encouraged the board to make the change. It was decided that more clarity is needed on this policy and the Governance Committee will continue to work with the employment lawyer. A vote on the three issues was tabled until a future meeting.

6. “Fun”-Raising Committee

Nicole Rancourt gave an overview of recent activities. On March 16, APL held the Margery Schuler Silent Art Auction. There were approximately 50 attendees and all 30 paintings were auctioned off. A total of \$2,015 was collected (expenses of \$200 for music and \$100 on food). There were ten new donors at the event. Nine board members attended the auction. There will be another silent auction next Spring to sell more large paintings. Smaller paintings will be sold at the upcoming APL Farmers Market.

On March 23, Craft Around Town at Gritty's featured Diamond Art craft. This event sold out - 22 tickets were sold, and 20 people attended. Of the 20, 10 people were new relationships. Overall, APL sold \$200 in ticket sales and they had approximately \$40 in costs. This event involved little planning which was great. On May 19 at Baxter Brewing, the next Craft Around Town will be 'decoupage dried candles mason jars'. Again, tickets will be \$10 each.

On June 5, there will be Side by Each Trivia Night with two basket raffles with more details to come.

7. Interim Director Report

Donna Wallace highlighted a few bullet points from her report. The two part-time circulation positions have been filled. Paula Aldrich started a few weeks ago and Michelle Dubois should be starting in early April. Staff had Narcan training in March. Rose's Cleaning will be replaced at the end of March and Pat's Cleaning will be taking over on April 1. Staff will be participating in a day-long training for CPR and blood borne pathogens. Staff has requested active shooter training and she will look into that. Donna met with Joey Houston at LPL to discuss a MOU between the two organizations. She encouraged all board members to attend the Farmers Market on April 5. There will be 16 vendors (the largest ever) and will include baby animals!

8. Lewiston Public Library Report

Tu Biederman, the LPL Board of Trustees President, attended the meeting and gave an update. She reported that Joey Houston is in the process of documenting policies. Their Capital Campaign continues with the main focus on the Children's Room and the Bookmobile. They have a number of community engagement events planned for the summer. They also reported on collaboration with the Androscoggin Historical Society to help the community access their old books. More details soon. Tu also reported on their building monitors/security guard during peak hours and how well the positions are working out.

9. Other Business

A motion was made by Lisa Cesare and seconded by Nicole Rancourt to appoint Michael Malloy as APL's Registered Agent so he can file the Library's Annual Report with the State. Mamie Anthoine Ney is still listed as the Registered Agent. Michael will file an expedited Statement of Change form with the Secretary of State's office and will then file the Library's Annual Report. All were in favor.

10. Executive Session

Executive Session was entered at 5:50 PM. The session ended at 6:37 PM.

There was a motion by Liza Dimitri and seconded by Rick Whiting to adjourn the meeting at 6:39 PM. All were in favor.

Signed: Bethany Lyons, APL Administrative Assistant

Date: _____

Upcoming Board meetings:

April 23 at 4:30 in-person (Conference Room)

May 28 at 4:30 in-person (Androscoggin Community Room)

June 25 at 4:30 in-person (Androscoggin Community Room)