

APL Board of Trustees Minutes

Tuesday, August 23, 2022

Present: Pat Gautier, Lisa Cesare, Nicole Rancourt, Michael Malloy, Liza Dimitri, Ralph Harder, Peggy Deblois, Mariah Pfeiffer (LPL Board member), Claire Thompson (Austin Associates)

APL staff: Mamie Ney, Bethany Lyons, Haley Warden

Excused: Dana Staples, Susan Weiss, Heidi McCurdy

1. Call to Order/Introductions

The online meeting was called to order at 8:00 AM. Peggy Deblois was introduced to the board.

2. What have you been reading:

Pat Gautier – The Sweetness of Water by Nathan Harris

Lisa Cesare – The People We Keep by Allison Larkin

Nicole Rancourt – The Sentence by Louise Erdrich

Michael Malloy – The Four-Minute Mile by Roger Bannister

Liza Dimitri – APL Last Chance Book: Storm in a Teacup: The Physics of Everyday Life by Helen Czerski

Ralph Harder – Bleak House by Charles Dickens

Peggy Deblois – First Born by Will Dean

Mariah Pfeiffer (LPL Board member) – Finding Me: A Memoir by Viola Davis

Mamie Ney – Finlay Donovan Is Killing It by Elle Cosimano

Bethany Lyons – Klara and the Sun by Kazuo Ishiguro

Haley Warden – The Shards by Bret Easton Ellis

3. Approval of June 28, 2022 Minutes

The meeting minutes from the June 28, 2022 meeting were approved with no changes. There was a motion by Lisa Cesare and seconded by Nicole Rancourt to approve the minutes. Michael Malloy abstained as he didn't attend that meeting.

4. Auditor's Report

Claire Thompson, auditor for Austin Associates, attended the meeting to give her Fiscal Year 2021 review for the year ended June 30, 2021. A full copy of her report was provided to the Board. The report includes a qualified opinion due to pension plan reporting. She reported that pension plan reporting (employees that are eligible for Maine State Retirement System) continues to be an ongoing issue.

Claire Thompson also pointed out a significant finding that APL is the 10% beneficiary of the Helen Eastman Trust, which has been in existence since the 1990's. She has restated the prior year.

In her letter to the Board, she reported several deficiencies, explained in full in her letter:

- Duplication of Donor Funds sent – She reported that \$5,820 was sent to MCF twice.
- Document spending of restricted earnings – Haley reports that she is working on this with Suzanne Sullivan. She plans to send letters to donors by mid-September.
- Spend restricted grant dollars from prior years – Mamie reported that \$9,000 from the Media Lab grant was just spent.
- Reimbursements from the City of Auburn – APL will write off the \$10,400 owed to the library from the city from FY17.

Lisa Cesare pointed out an error in the Auditor's report regarding CIBO Pizza. The report is inaccurate as there was no CIBO rental income for 2021, and rent payment started again in April 2022. Clair reported that she will make note of the error and update the Annual Report.

5. "Fun" Raising Committee Update

Nicole Rancourt gave an overview of fundraising activities. She said that Haley Warden's included report touches on the details. Nicole stated she was disappointed by the lack of support the committee received from the other Board Members with the Book Around Town (BAT) Fundraiser. She stated the fundraiser didn't do as well as the prior year (2021 sold out all bags and 2022 still has 19 bags left to sell). She said the committee will need to rethink this fundraiser for next year as it's not realistic to have three board members and APL staff doing all of the work for BAT. Lisa Cesare reiterated Nicole's comments.

6. Governance Committee Update

Lisa Cesare gave an update stating that the group has spent the last six months updating the trustees handbook. The committee plans to bring these updates to the full board at the September meeting. She said their next project will be to update the APL Employee Handbook which is out of date. Lisa also reported that Ralph Harder will be serving on the committee, and the September meeting will be Susan Weiss's last meeting as her term is up. She will be greatly missed and was thanked for all of her work.

7. Engagement Report

Haley Warden reported the document she sent out which was a recap of engagement for the past several years, as well as the first quarter of 2022. She stated that she has received all five grants she has applied for, and talked about the International Paper grant which was used to update the Teen Space. She said donations in 2021 were great and the community was very generous; 2022 has started off slower than last year.

8. Financial Report

Michael Malloy had to leave the meeting so there was no formal financial report. Mamie Anthoine Ney stated that the library is in "a good position".

9. Lewiston Public Library Update

Mariah Pfeiffer, LPL Board Member, attended the meeting and reported that LPL does not hold board meetings during the Summer. They will resume meeting in September. She stated that the big project they are working on is a revamp of the Children's Room.

10. Director's Report

Mamie Ney sent a full copy of her report to trustees. There is nothing more to add.

11. Director's Goals for FY2023

Lisa Cesare asked if the goals sent by Mamie included the updates they talked about as a group. Pat Gautier stated she would speak to Mamie about her goals.

12. Meeting Times and Format

In an attempt to accommodate diverse schedules, there was discussion about meeting times and formats. The group discussed whether another weekday might be easier but there were many conflicts. It was agreed that meetings will continue to be held on the fourth Tuesday of each month, alternating between 8:00 AM Zoom Meetings and 4:30 PM in-person meetings at APL. The Annual Meeting is tentatively scheduled for September 29th. Mamie should have the exact date in the next few days and will update the board via email when she knows. Pat asked if there was a need to have two meetings in late September. It was decided that there was not a need and the regularly scheduled meeting on September 27th at 4:30 PM will be cancelled.

13. Other Business

There was no other business discussed.

Meeting adjourned at 9:15 AM with a motion by Lisa Cesare and seconded by Ralph Harder. All were in favor.

Signed:

Bethany Lyons, APL Administrative Assistant

Date: _____

Next Board meetings:

September 27th at 4:30 PM – **MEETING CANCELLED**

September 29th at 5:30 PM – **Annual Meeting (tentative date)**

October 25th at 8:00 AM **via Zoom**

November 22nd at 4:30 PM **in-person at APL Androscoggin Community Room**