



Board of Trustees

February 11, 2020
Conference Room
7:30 a.m.

Trustees: Patricia Gautier, Liza Dimitri, Lisa Trafton, Lisa Cesare, Susan Weiss, Doris Bonneau, Dan Hargreaves, Michael Malloy
APL Staff: Haley Warden

Meeting was called to order by Lisa Cesare at 7:35 AM.

The minutes of January 14, 2020, were approved upon a motion by Liza Dimitri with a second from Dan Hargreaves.

Treasurer's Report: Lisa has begun to review the library's bank accounts and QuickBooks system to get an understanding. There are currently accounts with four local banks which should be reviewed to determine what the relationship and benefit is with each bank. There was a large check deposited in 2016 into a checking account with Auburn Savings. Lisa would like to determine what the check is for. If it is pension related we will need to take the appropriate steps to ensure the funds are being handled within the regulated guidelines. A motion was made by Lisa Trafton to add the board president, Pat Gautier, and the treasurer, Lisa Trafton, to the bank accounts. Motion was seconded by Doris Bonneau and approved by the board.

Governance Committee: The Committee provided a hard copy of the Library Director Evaluation for review. The evaluation rates the director on the goals which she prepared and presented to the board at a previous meeting. The document was missing two changes that Haley will follow up with Chris Mumua for correction. The final survey should be available by Friday, February 14th at the latest. Haley will email the link to the board as well as the library staff. Doris, Pat and Susan will attend the library staff meeting tomorrow to explain the details of the survey to APL employees. At the next Governance Committee meeting they will compile the results of the survey and present to the board at the April 21st meeting.

Auction Committee: The committee passed around a scrubbed spreadsheet of last year's auction donors for each committee member to select 10 to be in charge of. The first five need to be confirmed by April 21st and the remaining five by May 12th. It is encouraged for anyone to add new donors/items as well. Haley will email the donors form to the board. It has been suggested this year there needs to be better follow through for keeping track of the sponsorship level of the donations, \$100, \$250 or \$500. There should also be electronic notifications to the public to let them know the auction is approaching.

LPL Report: Lisa attended the LPL meeting as they reviewed their budget request by department. There is a less than 3% increase from last year. The largest request is for the repairs that need to be made to their roof. Introductions were made of several new board members. LPL has recently pulled 11,000 items from their circulation to keep their collection fresh. They are still determining what to do with everything that has been pulled. LPL currently has an intern working with them, which could be an idea to be incorporated at APL. Marcella was updated by Ted Walworth about the January discussion around the homeless population and would like to speak with Mamie regarding the policies/procedures currently in place at both libraries. Haley will find both copies of the LPL meeting signup sheet to ensure there are not duplications.

Director's Report: Reviewed as written.

Additional Comments:

The board agreed the April meeting should not be moved because of school vacation and will keep the original date of April 21st, 2020. Discussion took place around what is the board looking for when it comes to new appointments to replace those who have resigned. Candidates with a marketing, school department, or finance background were all suggested. Names of candidates need to be provided to the Governance Committee. The board would like to be provided with a copy of the FY21 budget request. The board would like to have a copy of the current standard operating procedures emailed to them. The board has suggested a succession handbook be created in case of emergency. This would be a how to guide should there ever be a case where someone needs to fill in for the Library Director.

A motion to adjourn was made by Dan Hargreaves and seconded by Lisa Cesare. All were in favor. The meeting was adjourned at 8:46 a.m.

Accepted:

Liza Dimitri, Secretary

Date: _____

DRAFT