



Minutes

Auburn Public Library Board of Trustees

Tuesday, June 27, 2023 4:30 p.m.

In Person - APL Conference Room

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

Excused: Liza Dimitri, Peggy Deblois, Dana Staples

APL staff: Mamie Ney, Bethany Lyons

Guest: Claire Thompson of Austin Associates

1. Call to Order/Introductions

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

2. What have you been reading:

A full list was posted on the web site.

3. Approval of May 23, 2023 Minutes

The meeting minutes from the May 23, 2023 meeting were approved with no changes by a motion by Nicole Rancourt and seconded by Sharon Bergeron. All were in favor.

4. Presentation of Annual Audit / Claire Thompson of Austin Associates

Claire Thompson of Austin Associates did an hour long presentation to the board with her findings of the FY22 Audit and answered questions from the Board.

Two subsequent events were noted:

1. Camden National Bank sent approximately \$55,000 to Maine unclaimed property in October. The money was recovered in April. No notices were sent to APL that the property was going to be returned to the state.
2. There were substantial donations to APL.

In the internal control letter, four significant deficiencies were noted:

1. Transfers of donor funds to Maine Community Foundation: She recommended that transfers happen quarterly and check to ensure numbers match so there is no duplication.
2. Recurring finding that \$197,000 of restricted funds have not been documented.
3. Spending of restricted grant money: There was money left over from the Media Lab grant. Mamie Ney reported that this money has since been spent on new computers.
4. There was a change made in Quickbooks for the Maine Municipal Health insurance. She noted that date changes should not be made in Quickbooks, rather it should be changed to a prepaid expense.

In the Governance Letter, Claire stated that the audit should be done sooner in the year and Austin Associates had some difficulty getting timely responses from APL for needed materials. She says the goal would be to have the audit completed by December, before tax season starts up,

Claire Thompson reported to the board that Austin Associates will only be doing the library's audit for one more year (for FY23) as the company will no longer be offering auditing services. She has given Mamie Ney names of four firms to contact but cautioned the board that they should expect a significant increase in fees once we find a new auditor. Mamie Ney pointed out to the board that the city requires we do a yearly audit.

Sharon Bergeron suggested that the Finance committee meet with the portfolio team to discuss current allocations.

Lisa Cesare made a motion to accept the audit report for FY22. The motion was seconded by Sharon Bergeron. All were in favor.

5. Director's Report

A full report was sent to the Board. There is nothing to add.

6. "Fun" Raising Committee

Nicole Rancourt updated the Board on the basket raffle. It was an amazing, fun event with so much positive energy and interactions. The committee will be meeting soon to debrief. Final numbers will be available at the August Board meeting. Nicole pointed out that the hiking and two dine around baskets were the most popular and the kids birthday and summer treat baskets received the fewest tickets. The Board suggested that Haley send an update to the sponsors. It was also noted that about 30 children signed up for the Summer Reading program at the event. Suggestions were made about new board members.

7. Governance Committee Update

Lisa Cesare reported that the committee is hoping to finalize the Employee Handbook very soon.

8. Financial Report

Michael Malloy gave a financial update and handed out a one page summary of accounts. Mamie will speak to the Finance Committee about the budget adjustment. Michael reiterated that the FY23 audit should begin in early fall so as to be completed by December. It was suggested that we have Maine Community Foundation come to a Board meeting to discuss our investments.

9. Lewiston Public Library Report

A representative from LPL did not attend the meeting. Mamie informed the Board that she sat in on interviews for the new LPL Director. There was a nationwide search and there is no other information to report at this time.

10. Board Question: What have you participated in at APL this month?

Many of the board members participated in the fundraiser at Side by Each.

11. Other Business

Lisa Cesare noted that she will not be available to attend the August 22nd Board meeting due to a conflict.

There was a motion by Nicole Rancourt and seconded by Michael Malloy to adjourn the meeting at 5:58 PM. All were in favor.

Signed:

Bethany Lyons, APL Administrative Assistant

Date: _____

Upcoming Board meetings:

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