



**Minutes**  
**Auburn Public Library Board of Trustees**  
**Tuesday, October 24, 2023 4:30 p.m.**  
**In Person - APL Conference Room**

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

**APL staff:** Mamie Ney, Bethany Lyons

**Absent:** Dana Staples

**1. Call to Order/Introductions**

The meeting was called to order at 4:32 PM.

**2. What have you been reading?**

A full list was posted on the web site.

**3. Approval of September 26, 2023 Minutes**

The meeting minutes from the September 26, 2023 meeting were approved with no changes by a motion by Sharon Bergeron and seconded by Lisa Cesare. The Board was in favor.

**4. Director's Report**

A full report was sent to the Board and stands as written. Mamie Ney gave a verbal review of her report. She added that the library will be addressing some concerns about security, both inside and out. Mamie reported that she is very concerned about this issue from an employee standpoint. All staff recently attended a four hour de-escalation training session provided by Dirigo Risk Services. The board suggested that further de-escalation training for staff should happen. Mamie will be obtaining a proposal from a security camera company, as well as a proposal from a (physical) security consultant. The board asked that both of the proposals be presented at the November Board meeting.

Mamie Ney also did a brief presentation about book challenges. She handed out two articles for reference. She reported that there have been no book challenges to this point at APL. She also distributed the Collection Development Policy from 2020. The board suggested that the Governance Committee change their priority from updating job descriptions to updating the Book Challenge form/policy. Nicole Rancourt and Heidi McCurdy were asked to be present at the November Governance Meeting due to their expertise in that area.

## 5. “Fun” Raising Committee

Nicole Rancourt shared the 2023-2024 APL “Funraising” Committee Plan:

### Goals:

- Build relationships:
  - 200 human interactions
- A line item in the budget that allocates funds for fundraising purposes
  - General marketing supplies
  - Sponsor appreciation items
- Financial goal: \$13,000
- Increase Board engagement in fundraisers

### Questions:

How is the financial fundraising goal created? What is our obligation? How is that calculated?

### Ideas: Quarterly events

“Jazz Brunch” kinda thing, Saturday in March

Androscoggin Room

Sell painting, Music, at library

Ticketed - \$10 Lower cost focused more on the paintings

If our Bates student is able to complete 5 paintings per 2-hour visit, 15 a week, it would take just over 133 weeks to complete all of the works. I will say that the estimated 2,000 paintings did not even include the smaller/irregular ones which is what we asked her to start with when this whole project began. At this point, we may not have everything completed by March but it will be enough to select some for the sale.

### SxE - June

Trivia Night; 5ish baskets to raffle, Library card sign ups

### Lost Valley - September

Pub trivia, Library card sign ups

### Davinci’s - December

Paint night; 5ish baskets to raffle, Library card sign ups

### Themes:

Trivia Night, Paint Night, Karaoke Night, Basket Making

### Prizes:

#### Board Role:

Each board member attends at least one event and helps out.

Corporate Annual Appeal - Maintain relationships with the sponsors we’ve cultivated the last few years of Book Around Town Haley will make contacts with business partners for our fundraisers.

Static cling “Proud Supporter of Auburn Public Library”

Board will not be asked to make follow-up contact with sponsorship request

### Gift Wrapping at the Library (Weekend of 12/16 9-3)

Set up: 5pm on 12/15

Ala ELHS music department fundraising.

\$5 raffle ticket for \$250 Target Gift Card

Bulk wrapping paper

Tape

Scissors

Bulk Ribbon/Bows

Liza will look into Prices - asking ELHS Music Department

Or maybe we have sm/med/lg/xlg with and without box prices? Does that get too complicated? We could operate like how airlines measure carryons. If your item fits into THIS box the item is \$x to wrap. Or even have a \$10 for something GIANT?

Board Engagement:

Bring in items for the white elephant sale

Sign up for a shift on 12/16- 2 hours blocks

Set-up in Androscoggin Room

Signage

White Elephant Gift Room - for Kids Weekend of 12/16 9-3  
2 hours from each board member

Gather donated items to sell to kiddos as gift, every item is a \$1

## **6. Governance Committee Update**

Lisa Cesare reported that the committee continued to work on updating job descriptions. They will change their focus for the November meeting and address updating the book challenge form.

## **7. Financial Report**

Sharon Bergeron reported that the Finance committee met with the bookkeeper and Mamie Ney. The reporting forms are being streamlined and will include information from the Maine Community Foundation. Finance would like quarterly reports from MCF and a yearly visit with the Board. Lisa Cesare inquired about the budget process and Sharon reported that the committee is working with Mamie on this issue. The Finance committee is also reviewing the salary structure of APL with results contributing to the FY2025 budget discussion. Mamie will get new state data on public library salary scales.

Ralph Harder asked for a timeline of Mamie's goals. Board asked that Mamie's goals be posted to the Board portal on the APL website for all members to see.

## **8. Services to Minot**

Lisa Cesare reported that she is concerned that there have been no mobile services provided to Minot residents since June 2023. Mamie Ney reported that services will resume in November. The Board discussed the outdated agreement with Minot and Michael Malloy asked the town of Minot to prepare an updated draft agreement for review. Lisa Cesare will coordinate with the Minot Town Office. There was some discussion on whether there would be a better location for the mobile services and how to increase traffic. Suggestions included meeting at the Minot Consolidated School rather than the town office.

**9. Discussion about Board Retreat (two evenings)**

Michael Malloy reported that he will send out a poll to decide on two evening dates that might work for the Board. He will draft an agenda to be presented at the December meeting. Topics for the board retreat will include budget, governance, procedures, member recruitment, finance, major gifts and asset allocation, strategic planning, and security. The Board decided to add a meeting in December (12/12/23 at 4:30 PM, in person at APL) due to the number of issues to be discussed. Mamie will also invite Board members to attend the December staff meeting (12/13/23 8 AM, in person at APL).

**10. Lewiston Public Library Report**

There was no report from Lewiston.

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

Sharon Bergeron, Ralph Harder and Pat Gautier reported that they had attended the Anniversary Park event.

**12. Other Business**

There was a brief discussion about the cataloging of the Schuler paintings.

There was a motion by Ralph Harder and seconded by Nicole Rancourt to adjourn the meeting at 5:50 PM. All were in favor.

Signed:

Bethany Lyons, APL Administrative Assistant

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Date: \_\_\_\_\_

**Upcoming Board meetings:**

- November 28 at 4:30 PM in-person
- December 12 at 4:30 PM in-person
- January 23 at 4:30 PM in-person