



Minutes
Auburn Public Library Board of Trustees
Tuesday, November 28, 2023 4:30 p.m.
In Person – Androscoggin Community 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

Guest: Karen Choate, LPL Representative

1. Call to Order/Introductions

The meeting was called to order at 4:31 PM. Introductions were made.

2. What have you been reading?

A full list was posted on the web site.

3. Approval of October 24, 2023 Minutes

The meeting minutes from the October 24, 2023 meeting were approved with no changes by a motion by Lisa Cesare and seconded by Nicole Rancourt. All were in favor.

4. Director's Report

A full report was sent to the Board and stands as written. There will be no discussion of book challenges for this month. Mamie Ney has asked the new teen librarian, Jenna Fowler, to attend the December meeting to introduce herself and do a short presentation. Lisa Cesare asked about a potential new board member and the Director reported that she still needs to contact that individual. On Friday, December 1, there will be a Holiday Kick-off event in Anniversary Park. Mamie Ney, Pat Gautier and Michael Malloy will be attending and reading books to children. In January, the director will be providing the Board an update on her progress on goals for the first two quarters.

4a. Director's Initial Budget Presentation

The Director gave an initial presentation of the revenue portion of the budget. In short, funding is as follows: approximately 82% from the City of Auburn, 4% from investment income, 6% from the agreement with the town of Minot, and 7% from miscellaneous earnings (audiobook/DVD rentals, copies, and faxes). The Board asked that the spreadsheet that was shared on the projector be emailed to the board for review. The Director will report on the expense portion of the budget at the December meeting. There was also discussion about the finance committee doing an analysis of library salaries and they are waiting for a report from the Maine Library

Association. Nicole Rancourt reported that the Maine Association of Non-Profits has salary resources as well.

5. Security Proposal Discussion

Mamie Ney reported that she has hit two roadblocks with the security proposals. The company she contacted to inquire about outside security reported that APL is not a feasible account for them and they are not interested in providing services here. The Director will contact other companies for proposals. As far as inside security cameras, the City of Auburn uses ADT, therefore, the library must also contact with ADT as it is a city-owned building. Mamie Ney will be meeting with Auburn administrators to discuss.

6. “Fun” Raising Committee

Nicole Rancourt reported that the Holiday Bazaar event is still on for December 16. The committee is still collecting small items for the children’s white elephant \$1 table. If anyone has any items, please bring to Haley Warden or leave at the front desk.

7. Governance Committee Update

Lisa Cesare reported that the committee put the job description updates on hold to work on the book challenge form. They did not finish this and will be meeting in two weeks via Zoom to continue that work. Lisa Cesare asked if the updated Employee Handbook had been sent to the attorney yet, and the Director reported it had not but that she would send a copy.

8. Financial Report

Sharon Bergeron reported that the finance committee met and she gave an overview of the library finances. She reported that the personnel line item is the biggest challenge at 34% of the budget. Sharon will also be reviewing the bills that are paid each month. The Committee asked the Director to contact the city to see if they would accept reviewed statements rather than audited statements.

9. Lewiston Public Library Report

Karen Choate, trustee at LPL, attended the meeting and gave an update. Karen stated that LPL’s response after the October shooting was very similar to APL’s response. She also stated that the Great Falls Forum will be happening this week and there are many events planned at LPL this month.

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

This agenda item was not discussed due to time constraints.

11. Other Business

None.

12. Executive Session

The Board entered Executive session at 5:40 PM and ended at 6:05 PM.

There was a motion by Lisa Cesare and seconded by Nicole Rancourt to adjourn the meeting at 6:05 PM. All were in favor.

Signed:

Bethany Lyons, APL Administrative Assistant

Date: _____

Upcoming Board meetings:

December 12 at 4:30 PM in-person (Androscoggin Community Room)

January 23 at 4:30 PM in-person (Androscoggin Community Room)

February 27 at 4:30 in-person (Androscoggin Community Room)