



**Auburn Public Library
Board of Trustees In-Person Meeting
Tuesday, November 26, 2024, 4:30 p.m.**

Present: Lisa Cesare, John Cleveland, Pat Gautier, Heidi McCurdy, Sharon Bergeron, Ralph Harder, and Rick Whiting

Staff: Donna Wallace, Haley Warden

Excused: Michael Malloy, Nicole Rancourt

1. Call to Order/Introductions

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

2. What Are You Reading?

A full list was posted to the web and there was a short book discussion.

3. Approval of October 22, 2024 Minutes

The meeting minutes from the October 22, 2024 meeting were approved unanimously with no changes on a motion by Sharon Bergeron seconded by John Cleveland.

4. Strategic Planning Committee

John Cleveland will be meeting with Donna Wallace later this week to draft an agenda for the committee for the December 4 meeting taking place from 5 PM to 6 PM in the APL Conference Room.

5. Trustee Selection/Onboarding Committee

Heidi McCurdy reported that the committee will have its first meeting on December 6 via Zoom. Donna will set up the Zoom meeting and send the link to the attendees.

6. Governance Committee

Lisa Cesare provided an update. Proposed changes to the by-laws were provided to the board for a vote at the January meeting. There was some discussion about definition of corporate sponsors and its definition the way it reads now. The Governance Committee will tweak the wording referencing who from outside Auburn can serve on the Board. The committee will soon begin working on the survey for the Director's evaluation.

7. Finance Committee

Sharon Bergeron, Treasurer, gave a financial overview to the group. She noted that expenditures for personnel are a bit high as October had five weeks and it was also the payout for staff members that do not participate in the insurance plan. Expenses

exceeded revenues by 2%. This will balance itself as the year goes on. Sharon asked for a motion to accept the financials as presented. Pat Gautier made a motion and it was seconded by Rick Whiting. All were in favor. All is well with the banking. Maine Community Bank has been a paperwork issue and is still a work in progress.

Staff PTO sick time payout is down from \$24,000 to \$21,000. Michael Malloy and Lisa Cesare attended the staff meeting to discuss with staff the changes coming in January to PTO.

Sharon Bergeron and Donna Wallace met with Steve Lamontagne from Ouellette and Associates. They will file an extension for the library's 990. They also sent a letter of engagement to conduct the library's reviewed financials for \$10,000-\$12,000. The agreement was signed by Sharon Bergeron, and APL hopes to have the report early in 2025.

The newly-created quarterly restricted funds report from the bookkeeper was presented and discussed. Past audit reports want us to spend restricted funds as well as grant balances still left on the books from previous years. Suggestions were made to contact families or personal representatives to see if they would be open to changing the funds to unrestricted. There is also a process for going to Probate when there are no family members left. The Board has asked Donna for a short write-up on each of the grants and what they were/are for. She will provide that for the January meeting.

Donna continues to assemble a list of capital improvement ideas. These funds are currently available and can be spent now. The FY26 budget is being worked on. Health insurance is going up 9%. Donna continues to work on personnel costs and bringing necessary staff up to comparable salaries. A draft budget will be presented in January.

8. "Fun" Raising Committee

Haley Warden gave an update. She talked about the Holiday Bazaar on Saturday, December 7 which runs from 9 AM to 1 PM. It will include two white elephant tables: one for adults in the Androscoggin Room and one for kids in the small conference room. Gift wrapping will be available. There will also be a raffle. She has reached out to the Farmer's Market vendors to see if they would like to participate. Board members are needed for shifts and Haley handed out a sign-up sheet.

November donations were up and doubled from the same period in October after "thank you" gifts were sent out. Individual annual appeal letters were mailed yesterday.

9. Director's Report

A full written report was provided by Donna Wallace.

Highlights included PTO policy being discussed at the last staff meeting. Staff asked if a vision plan could be added to the APL benefits. Donna presented the vision plan document to the board for a vote. This is a 100% employee paid plan. Lisa Cesare made a motion to provide vision benefits (100% employee paid) to eligible APL staff based on the provided rates. Motion was seconded by John Cleveland. All were in favor.

We still continue to work on the Safety and Security Manual. APL has an arrangement with the YMCA as an evacuation site, if necessary. Donna will draft a MOU with them. The new security keypad was replaced for approximately \$550 and is working well. Rick is working on a quote for a generator. Donna is working with a landscaper, Dustin Carrier, who walked the grounds. Carrier is also doing a quote for an amphitheater. He has some great ideas. Donna will present his quotes to the Board at a future meeting

A reminder that the APL Holiday Gathering for all Board members and staff will be on December 12 from 6 PM to 8 PM at Lost Valley.

The January 8 staff meeting (beginning at 8 AM) will be a presentation by Mission Working Dogs and Christy Gardner. She will be talking about service dogs and the laws. Any Board members are welcome to attend.

Book discussion -- January 9 from 6 PM to 7 PM will be the next discussion about Palaces for the People.

10. Lewiston Public Library Report

A representative from LPL was not present. Lisa Cesare attended the last LPL board meeting. There was a lot of talk about the capital campaign. They are fully staffed. Most of their new people are coming from out of state.

The next four LPL Board meetings are as follows and are held on the first Thursday of the month at 5:30 PM:

December 5, 2024 (Michael Malloy attending?)
January 2, 2025
February 6, 2025
March 6, 2025

The meeting was adjourned at 5:51 PM on a motion by Ralph Harder, seconded by Sharon Bergeron. All were in favor.

Upcoming meetings:

- No scheduled Board Meeting in December
- LPL Board Meeting – December 5, 2024 at 5:30
- Governance Committee Meeting – December 10, 2024 8:00 AM on Zoom
- Staff/Board Holiday Gathering –December 12, 2024 6:00 -8:00 PM (Lost Valley Brew Pub)
- Finance Committee Meeting – December 12, 2024 9:00 AM (Conference Room)
- LPL Board Meeting – January 2, 2025 at 5:30
- Finance Committee Meeting – January 9, 2025 9:00 AM (Conference Room)
- Governance Committee Meeting – January 14, 2025 8:00 AM on Zoom
- Board Meeting - January 28, 2025 at 4:30 PM (Conference Room)
- LPL Board Meeting – February 6, 2025 at 5:30
- LPL Board Meeting – March 6, 2025 at 5:30