



## Minutes

### Auburn Public Library Board of Trustees

Tuesday, February 27, 2024 4:30 p.m.

In Person – Androscoggin Community Room

**Present:** Patricia Gautier, Ralph Harder, Michael Malloy, Heidi McCurdy, Nicole Rancourt, Sharon Bergeron, Rick Whiting and John Cleveland

**APL staff:** Donna Wallace, Bethany Lyons, Haley Warden

**Guest:** Ellen Hodgkin (LPL Representative) and Jude Parker (customer/APL volunteer)

**Excused:** Lisa Cesare and Liza Dimitri

#### 1. Call to Order/Introductions

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

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

A full list was posted on the web site.

#### 3. Approval of January 23, 2024 Minutes

The meeting minutes from the January 23, 2024 meeting were approved with no changes by a motion by Sharon Bergeron and seconded by Ralph Harder. All were in favor except John Cleveland who abstained as he was not yet a board member at the January meeting.

#### 4. Executive Session with Interim Director

Executive Session was entered at 4:32 PM. The session ended at 5:22 PM.

#### 5. Review of Budget and Finance Committee Update

Sharon Bergeron gave a review of the January financials. She noted the personnel line was high and was under budgeted; however, APL is in a good place. Sharon Bergeron reported that \$21,000 for retirement was not budgeted for last year.

Sharon then presented the balanced budget to the Board for consideration. She noted that, for the first six months of 2025, the upcoming paid family leave law will be paid for by the city of Auburn. In addition, the replacement of the boilers at APL (approximately \$600K) will be budgeted in the Auburn CIP budget for FY25.

Michael Malloy thanked Sharon Bergeron for her hard work on the budget. APL will present its budget to the city on March 18, 2024. Sharon Bergeron suggested that Maine Community Foundation be invited to the April Board meeting for a presentation.

There was a motion by Pat Gautier and seconded by Nicole Rancourt to accept the budget as presented. All were in favor.

Michael Malloy also reviewed the 990 form with Claire Thompson, the auditor from Austin Associates and he will send to the board to review. The Board asked that she attend the March meeting to give an update.

## **6. Governance Committee Update**

Pat Gautier reported that the committee continues to update the Employee Handbook. After that is completed, they will resume updating the job descriptions for all APL employees.

## **7. “Fun”-Raising Committee**

Nicole Rancourt gave an overview of three upcoming events:

Saturday, March 16 - 10 AM to 12 PM - Margery Schuler Silent Art Auction. Tickets will cost \$5 on Eventbrite. Haley Warden plans to photograph the available art and get it posted on the website soon.

Sunday, March 23 - Craft Around Town at Gritty's and will feature a Diamond Art craft.

June 5 - Side by Each Trivia Night with two basket raffles

Trustees were encouraged to attend these events and bring someone with them.

## **8. Fundraising Presentation and Discussion**

Haley Warden handed out documents detailing donations to the library. Not accounting for the one-off donations, APL receives approximately \$45K in donations every year. Grants have been down. Local grants have been exhausted and APL will need to wait before reapplying. Haley submitted a grant application to the Mellon Foundation today. She stated that there is a large need to collaborate with department heads on the programming portion of the grant applications. She is waiting to hear back from submitted grants.

Haley has returned to the practice of sending families the lists of purchases made with donor funds from their family member. She sent out letters recently for items that were purchased in FY 2023. She has already heard from families with positive feedback.

A Donor Retention Plan was presented to the Board. Haley would like to do new donor packets for new donors. Gifts will also be presented to donors who have reached milestones years of giving consecutively. The cost will be approximately \$1,800 to get started and would like to use a portion of the Onion Foundation donation to start this. A motion was made by Nicole Rancourt and seconded by John Cleveland to allocate the money for this program. Ralph Harder asked how results will be measured. After a vote, all Board Members were in favor to allocate the money for this program.

**9. Lewiston Public Library Report**

Ellen Hodgkin, a representative from the Lewiston Public Library Board of Directors, attended the meeting and gave an update on what’s happening at LPL. Their Board recently listened to a presentation by the Wright Collective Company who is assisting LPL with their capital campaign to raise \$1,000,000. The funds raised will renovate the Children’s room providing more family space, better sightlines, and more family programming. They are also hoping to add a Bookmobile as well. The timeline to raise the funds in the end of 2025.

**10. Other Business**

There was no other business discussed.

There was a motion by Nicole Rancourt and seconded by Rick Whiting to adjourn the meeting at 6:08 PM. All were in favor.

Signed:

Bethany Lyons  
APL Administrative Assistant

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

**Upcoming Board meetings:**

- March 26 at 4:30 in-person (Androscoggin Community Room)
- April 23 at 4:30 in-person (Conference Room)
- May 28 at 4:30 in-person (Androscoggin Community Room)