



Minutes

Auburn Public Library Board of Trustees

Tuesday, April 23, 2024 4:30 p.m.

In Person – Conference Room

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

APL staff: Donna Wallace, Bethany Lyons

Guests: Karen Choate (LPL Representative), Claire Thompson (Austin Associates), Library staff

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 website.

3. Approval of March 26, 2024 Minutes

The meeting minutes from the March 26, 2024 meeting were approved with no changes by a motion by Lisa Cesare and seconded by Liza Dimitri. All were in favor.

4. Presentation of Annual Audit / Austin Associates

Claire Thompson, CPA, gave an overview of her qualified opinion of the library's financials. She pointed out new lease rules in effect. She noted that the Library has a long-term lease with the city of Auburn for \$1 per year. The library should properly account for the value of the lease but since the City owns the property, it's a challenge to account for this. She pointed out Note 13 which states the auditors don't know the fair rental value so it was not included in the financial review.

Another item of note was that the library did not have any electricity costs for the past six months due to credits from the City's agreement with a solar farm to provide energy credits to the library building which is considered a non-financial asset.

Two Management letters were provided to the Board.

Claire reported that there were no significant issues with the audit. She pointed out that the Library's accounting is not easy, not straightforward, and requires attention. She suggested the library would be well-served trying to hire a financial person who is at APL more than half a day per week and management should review these finances regularly.

The audit's significant deficiencies included:

- improve accuracy and timeliness of transfers to donor funds to Maine Community Foundation
- timely transfer from Auburn Savings to money market capital reserve
- City of Auburn electricity billing
- document spending of restricted earnings
- spend restricted grant dollars from prior years

5. Finance Committee Update

Sharon Bergeron gave a review of the March financials. The Finance committee is in the process of redoing the internal controls document to include staff/titles. She suggested that APL think about hiring someone to do a deep dive into the issues pointed out in the audit. Rick Whiting reported that in the City's CIP budget, the APL boiler is still being funded. Sharon also mentioned that APL is now using Quickbooks online, As the audit has now been completed, the committee will next discuss the consolidation of bank accounts and projects to use the cash available to the library.

6. Interim Director's Report

Donna Wallace, Interim Director, provided some highlights from her written report. There is a full-time vacancy in the lending/collections department which will be posted next week. Many staff members are attending Reading Round-Up on May 1. Our new cleaner, Pat's Cleaning, is working out well. Donna noted that printing costs have risen and staff have been asked to be more mindful of printing. She asked the Board if they would be in favor of forgoing printed board packets unless there was a specific request. Bethany will put all board documents together into one large PDF before board meetings and will email and post them to the board portal. Donna also reported that the collection agency we use has gone up on their fees and in turn, APL has increased our charge to customers to \$12. Staff had CPR/AED training on April 12. The board approved spending \$1,489 for an onsite AED.

7. Lewiston Public Library Report

Karen Choate, a representative from the Lewiston Public Library Board of Directors, attended the meeting and gave an update on what's happening at LPL. They continue to work on their budget. She reported that they will make their security person permanent. Their Capital Campaign is starting soon.

8. Executive Session

The board opened up the Executive session to attending staff to speak about the Director Search. Several staff members spoke to this issue.

9. Other Business

None.

The following committee reports were provided in writing for the meeting:

Governance Committee Update / Lisa Cesare:

The Team continues to work on the handbook. We are trying to move forward with an updated process for paid time off and working through a new process for employees and then working through how we convert over.

We continue to be challenged by changing laws and trying to balance time earned and seniority.

We hope to provide a package no later than June. We need to reach out to Amy for 2 more outstanding questions and then work with finance on how to convert existing time to this new process and if that includes some one time pay out.

“Fun”-Raising Committee Update / Nicole Rancourt

Book Around Town / Auction:

We debriefed the silent auction event. A couple primary take-aways:

- It was a success! We'll plan another for spring 2025 with adjustments based on our take aways.

The Committee met with Katie from Androscoggin Trivia regarding our June 5 Book Around Town event at Side by Each. We are excited about how this evening is shaping up. Katie and her spouse Nick prepare trivia questions. Nick also works at Bailey Library in Winthrop, where they host a regular trivia night. There will be literary questions, an APL round, and more. We will have library card and adult summer reading program signups. Haley is working with appropriate staff to set that up. In addition, we will raffle off 2 baskets during the event and are talking with SxE about additional partnership/support ideas. We would love to see both a staff and board team join in the fun (maybe a combo, depending on numbers?). The event begins at 6PM. There is a significant following for trivia night at SxE. Folks are encouraged to arrive early and perhaps even call the morning of to reserve a team table.

Craft Around Town

The May 19th event at Baxter is postponed due to schedule conflicts. We're in the process of rescheduling and will share updates as we have them. We are currently mapping out additional BAT and CAT events for late summer and fall. Stay tuned for more information.

There was a motion by Pat Gautier and seconded by Rick Whiting to adjourn the meeting at 6:18 PM. All were in favor.

Signed: Bethany Lyons, APL Administrative Assistant

Date: _____

Upcoming Board meetings:

- May 28 at 4:30 in-person (Androscoggin Community Room)
- June 25 at 4:30 in-person (Androscoggin Community Room)
- July - no meeting scheduled
- August 27 at 4:30 in-person (Androscoggin Community Room)