



**Auburn Public Library  
Board of Trustees In-Person Meeting  
Tuesday, January 28, 2025, 4:30 p.m.**

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

**Staff:** Donna Wallace

**Guest:** Karen Choate, LPL Board Member

**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.

**3. Approval of November 26, 2024 Minutes**

The meeting minutes from the November 26, 2024 meeting were approved unanimously with no changes on a motion by Nicole Rancourt seconded by Pat Gautier.

**4. Strategic Planning Committee**

John Cleveland reported that the committee met in December and again on January 12. They talked about the objectives of the committee including a traditional strategic plan and a vision for the library that will last for several years. They hope to reach out to the community for involvement in the process, especially those not often represented (ie. new Mainers, parents, and non-library users). They need to work on a timeline for the process. They will be having a meeting with local consultant, Becky Swanson Conrad, soon. Their goal is to have a draft strategic plan prepared for the September 2025 Annual Meeting. John Cleveland reported that he may no longer be able to serve as the Chair of this committee due to another commitment.

**5. Trustee Selection/Onboarding Committee**

Heidi McCurdy reported that the committee had its first meeting on December 6 via Zoom and they are meeting about every three weeks. The committee drafted a new Trustee application that was presented to the board. The committee is working on a document detailing information about the application process. It was suggested that a resume/CV accompany the completed application. A motion was made by Sharon Bergeron and seconded by Rick Whiting to accept the new application. All were in favor.

Last week, Donna Wallace and Heidi McCurdy met with Courtney Reed-Marsh about becoming a new board member. She is an Auburn resident who has lived in town for 2.5 years and is working at LA Arts. She and her family are avid library users. She has experience with event planning, grant writing, and strategic planning. There was a general discussion about the possibility of doing background checks on new board members. The board agreed to revisit requiring background checks as well as credit checks of new trustees in the future.

Lisa Cesare made a motion to accept Reed-Marsh as a new board member (she would be the sixth Auburn resident on the board). The motion was seconded by Nicole Rancourt. All were in favor.

#### **6. Governance Committee: Lisa Cesare**

The committee has completed a draft of the revised Director's Evaluation survey in a Microsoft 365 format. Participants should be able to complete in less than 10 minutes. The format has been changed and the questions have been narrowed down. The answers are 100% anonymous. Board members, the Director, and the APL Leadership Team will be taking the survey. The Governance committee will make one final review before the survey is sent out in March. The results should be available for the April Meeting. There was discussion about the concerns that personnel data is "living" with a board member rather than the library. There was discussion about using SurveyMonkey. Lisa Cesare will work with Brian to convert the survey and data over to a format compatible with Library computers, possibly Excel. At the end of the process, the data will be transferred to the custody of the Library record-keeping systems (Employee Personnel Files).

Proposed changes to the by-laws Section 4 were presented to the board. The committee is suggesting that we update the by-laws to broaden the mix of members on the board. They are looking for direction on updating the corresponding items in Section 4 of the by-laws. There was much discussion about new board members from Minot. Michael Malloy brought up the effects on other items in Section 4 and other parts of the full by-laws voted on at the September 2022 Annual Meeting. There are some inconsistencies in the by-laws that should be corrected (ie. term start dates, limits). The discussion including the status of Corporators in the Library's governing processes. The Board will keep working on this issue.

#### **7. Finance Committee: Sharon Bergeron**

The finance committee met in December to discuss the November financials. A motion to approve the November statements was made by Lisa Cesare and seconded by Nicole Rancourt. All were in favor.

The committee met again in January. Expenses are on target and financials look good. A motion to approve the December statements was made by Lisa Cesare and seconded by John Cleveland. All were in favor.

Over the two meetings, the committee worked on a draft of the FY26 budget. An increase of \$1000 to the bill for the Town of Minot was discussed. After talking to the town manager of Minot, a \$500 increase this year and a \$500 increase next year was

accepted. They also discussed salary comparability with other Maine libraries and suggested a total 3% increase in the personnel line of the Budget. APL is asking the city for a 3% increase this year (compared to 5% last year).

A motion to approve the FY 26 proposed budget was made by Lisa Cesare and seconded by Nicole Rancourt. All were in favor.

Sharon also gave an overview of the quarterly reports of the Restricted Funds received from MCF and other grant distributions. The Restricted Funds have accumulated over the years and the auditors have asked us to spend down the \$152,451.76 amount. Staff has developed a structured plan to do this and is in the process of complying. Ongoing quarterly distributions of \$8840 Restricted Funds from MCF also need to be spend. The same procedure is now in place to spend down the balances on outstanding grants from over the years. The committee will be looking at the Capital Improvement Budget as well as disparities in health benefits in February.

#### **8. “Fun” Raising Committee: Nicole Rancourt**

The Art Auction will be held Saturday, March 29 from 10 AM to 11:30 AM. The committee is hoping all board members will attend to interact with the community. They are reevaluating the June Community event after the closure of Side x Each. The Block party in September is still being planned.

#### **9. Director’s Report: Donna Wallace**

A full written report as well as further info was provided. Donna received great feedback about the Holiday event at Lost Valley and would like the board to think about another event in June. New signage about Service Dogs was put up on entry doors. APL received funding through the Maine Workforce Development compact from the Harold Alfond Center which will pay for professional development.

Donna had meeting this afternoon with our two PSY coordinators, Erica and Scott and talked to them a bit about some of the issues that we've been seeing with our unhoused, especially at closing time. Scott's shift is late afternoon, so he's going to plan to stop by around that time whenever he is available. They also talked about spending more time at the library, having conversations, and offering resources to those in need. We discussed the possibility of one or both of them attending a future staff meeting to share some insights on how to deal with more difficult customer situations.

Last week was the HUD Point in Time count. APL saw 35 people, which doubled last year’s count of unhoused and housing insecure individuals

There have been some closing time issues: the first pertains to bathroom use at closing time. Rick is in the process of getting those locks repaired. Once that is done, lending staff will lock the first-floor bathrooms 5 minutes before closing. Hopefully, this will alleviate one of the issues we've been having at closing time. The second concern was regarding poor lighting in the staff parking lot. Donna has contacted the city about additional lighting in our staff lot. Staff have always waited and walked out together at closing time. This is another safety measure that we should continue to practice. The

new Mill St. location of the Drop-in-Center should help alleviate the numbers of homeless hanging out at the library after hours.

Donna has also contacted the Auburn Police Department about increasing patrols around the library at closing time. The following was the reply, "I will have our officers try to keep the area in mind. Please understand that I can't promise they will be around consistently as many times they get busy and tied up with other things going on."

Some book deliveries were cancelled in January but will be back on track for February.

Reminder that on March 25 at 6:00 PM, the unveiling of the Trafton Plaque will take place in the Children's Room.

### **10. Lewiston Public Library Report**

Karen Choate, LPL Board Member, attended the meeting and reported that LPL is fully staffed for the first time in a long time. New employees are all from larger cities out of state. Their Capital Campaign has begun.

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

February 13, 2025 (\*note date change from Feb 6) Budget presentation

March 6, 2025

April 3, 2025

May 1, 2025

The meeting was adjourned at 6:02 PM on a motion by Sharon Bergeron, seconded by Nicole Rancourt. All were in favor.

### **Upcoming Meetings:**

- Governance Committee Meeting – February 11, 2025 8:00 AM (Zoom)
- LPL Board Meeting – **February 13, 2025 at 5:30 (note date change from Feb. 6)**
- Finance Committee Meeting – February 18, 2025 9:00 AM (Conference Room)
- APL Board Meeting – February 25 4:30 PM (Conference Room)
- LPL Board Meeting – March 6, 2025 at 5:30
- Governance Committee Meeting – March 11, 2025 8:00 AM (Zoom)
- Finance Committee Meeting – March 18, 2025 9:00 AM (Conference Room)
- APL Board Meeting – March 25 4:30 PM (Conference Room)
- Trafton Plaque unveiling – 6:00 PM after March 25 Board Meeting
- LPL Board Meeting – April 3, 2025 at 5:30
- LPL Board Meeting – May 1, 2025 at 5:30