



Auburn Public Library

October Board of Trustees Meeting

Tuesday, October 28, 2025 4:30 p.m.

Present: Ralph Harder, Nicole Rancourt, Lisa Cesare, Pat Gautier, Sharon Bergeron, Rick Whiting, Jen Lynch, Courtney Reed-Marsh, Amy Heimerl, and John Cleveland

Staff: Donna Wallace

Guests: Karen Choate, LPL representative

1. Call to Order/Introductions

The meeting was called to order at 4:30 PM. Introductions were made and Amy Heimerl, Auburn School representative, was welcomed to her first board meeting.

2. What Are You Reading?

A list was provided to the Board.

3. Approval of September 23, 2025 Minutes

A motion to approve the meeting minutes from the September 23, 2025 Annual Meeting and Board Meeting as presented was made by Sharon Bergeron, seconded by Nicole Rancourt. All were in favor, with an abstention by Amy Heimerl (new board member representing the Auburn School Department).

4. Election of Board Members

A motion to “re-elect to the Board Pat Gautier (for a 3rd term), Sharon Bergeron (for a 2nd term), and Ralph Harder (for a 2nd term) with terms to begin September 2025 (retroactive) and end September 2028” as presented was made by Lisa Cesare, seconded by Rick Whiting. All were in favor.

5. Review Statistics for Response to City and Mayor Harmon

Lisa Cesare gave an overview of the document that was provided to the Board, particularly in relation to the Minot fee. It was suggested that the response to the Mayor focus solely on the fees that APL charges and whether it is equitable; the yearly charge to Minot is just a part of the discussion. It was also suggested that APL simply respond to the questions asked in the letter in good faith, stating what our fees are and how the Board feels they are adequate.

Lisa Cesare and Donna Wallace will meet with Michael Malloy, APL lawyer, to write a draft response addressing only the Mayor's request to APL and fees charged. The entire Board has asked to see a draft before it gets sent to the city. They are also working on a draft of a memorandum of understanding with the city.

There was discussion about possibly holding a Board Meeting in December, as the November agenda is shaping up to be quite long.

Donna Wallace reports that she is working on a draft budget for the city, typically due in January.

6. Strategic Planning Committee

Donna Wallace reported that the group is nearing completion of the strategic plan, with the goals outlined. The next meeting is November 4 to condense the plan, and then a draft will be provided to the Board.

7. Finance Committee

The Finance Committee met in October to discuss the current financials. Sharon Bergeron gave an overview of the financials and reported that the library is in good shape financially. A motion to approve the September Financial Report as presented was made by Nicole Rancourt, seconded by Courtney Reed-Marsh. All were in favor.

Sharon Bergeron also gave a quarterly overview of endowments, and reported that there are \$67,528 in restricted funds that need to be spent (\$22,509 per quarter). Grants include \$7,858 spending per quarter. Donna Wallace reported that APL is using some of the money to increase both CloudLibrary and Kanopy capacity.

The committee met to discuss FY27 budget and health insurance. Health insurance costs are increasing by 8-10% for 2026. Sharon Bergeron gave a general overview of APL's health insurance options. Starting in January 2026, APL will offer a choice of three different plans to employees, and will pay 85% of the "middle-level" plan for employees. If employees wish, they can choose one of the other two plans, and pay more or less for health insurance. Donna Wallace has met with all affected employees to discuss the upcoming changes. Rates and new plan designs should be available on November 4 and Donna will provide to full time employees. In addition, Sharon Bergeron will attend the APL staff meeting on November 12 and the MMEHT representative will be at APL on November 19 to meet with APL staff to answer questions and complete paperwork. The waiver amount given to two grandfathered staff members who do not take the health insurance was corrected to match the 85%/15% split given to all staff as a health insurance benefit. It had been inaccurately paid out at 100%

A motion to change the employee handbook on health insurance coverage to read "The Plan will cover the employee and allow the addition of dependents and spouses" was made by Pat Gautier, seconded by Nicole Rancourt. All were in favor.

A motion to change the health insurance benefit coverage (offering the “Katahdin” plan as the ‘house’ plan (85/15); and adding an option to stay on “Acadia” plan (costing an employee more), or move down to the “Pemequid” plan (costing an employee less)) was made by Rick Whiting, seconded by John Cleveland. All were in favor.

8. FUNdraising Committee

Nicole Rancourt gave an update about fund raising and stated the group is working on their overall fund raising plan for the year. The committee would like to align the fund raising with the Strategic Plan. Their meetings are hybrid and held on the first Monday of the month at 9:00 AM and are open to anyone who would like to attend. There is no December event planned, however, the Board may be asked to help write thank you notes to donors.

9. Director’s Report

A full written report was provided. In addition to what was presented, an offer was made to a second individual for the lending associate position and we are awaiting a background check. Halley Price, new lending associate, is off to a great start. CIP projects (landscaping, Trafton patio fencing, and handicap accessible door controls) are all completed. The pollinator garden will be installed in the spring. Due to a power outage, APL closed early last week after a prolonged time with no power. Haley Warden and Donna Wallace visited six manufacturers in the L/A area during Manufacturing Month, and hope to have APL flyers included in their HR packets. APL was also notified that it will be receiving \$10,000 from the Carnegie Foundation of New York in January. Donna Wallace also reported she attended a homelessness event/film and made good connections with area resources. There will be another holiday gathering this year on Wednesday, December 10 at DaVinci’s Restaurant at 6 PM for staff and Board Members and will be a plus one event. Invitations will be given at the November meeting.

10. Lewiston Public Library Report

Karen Choate from LPL attended the meeting and gave an update. They are wrapping up their capital campaign. The money is available to start the renovations of the Children’s Room. They are currently fully staffed. As it gets colder, they will begin to have the homeless day sheltering issues present at APL.

11. Other Business

None.

The meeting was adjourned at 6:01 PM on a motion by Pat Gautier, and seconded by Courtney Reed-Marsh. All were in favor.