



Auburn Public Library

November Board of Trustees Meeting

Tuesday, November 25, 2025 4:30 PM

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

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.

3. Approval of the October 28, 2025 Minutes

A motion to approve the meeting minutes from the October 28, 2025 Board Meeting as presented was made by Sharon Bergeron and seconded by Nicole Rancourt. All were in favor.

4. Review Response to City and Mayor Harmon

A draft response was provided to the board and there was discussion about verbiage on the third paragraph regarding how APL comes up with the non-resident library fees. There was a motion to make changes to the presented draft by removing paragraph 4 (except leave in the section on the library value calculator; and remove the Androscoggin card holder spreadsheet on page 4) by Lisa Cesare and seconded by Pat Gautier. There were eight in favor (Ralph Harder, Nicole Rancourt, Lisa Cesare, Pat Gautier, Rick Whiting, Jen Lynch, Courtney Reed-Marsh, and Amy Heimerl) and two opposed (Sharon Bergeron and John Cleveland). This motion carried.

5. Discussion of Draft Memorandum of Understanding with City of Auburn

This agenda item was put off until later this month. The full Board will meet on Tuesday, December 30 from 4:30 PM to 5:30 PM to discuss two agenda items: (1) the FY27 budget and (2) the first review of the MOU with the City. Please send any comments or suggestions to Lisa Cesare in advance of the meeting.

6. Governance Committee Update

There was discussion about amending the Library Use Policy to update and include the verbiage in bold. A motion to amend the library use policy to read customers may not “Solicit, **circulate petitions, distribute leaflets**, or sell products or services, except as part of a library-sponsored program or library support organization” was made by Lisa Cesare, and seconded by Nicole Rancourt. All were in favor.

7. Strategic Planning Committee

The Committee has been working diligently and the Board was provided a working document for review. There was discussion about the high level objectives and whether the board generally agreed or disagreed with the draft plan. Strategic Planning committee members clarified various questions the Board raised. There will be a final meeting with Beckie Conrad to finalize the Strategic Plan.

8. Finance Committee

The Finance Committee met in November to discuss the current financials. Sharon Bergeron gave an overview of the financials and reported that four months into FY26, the endowment funds and interest are down a bit. Expenditures are up as APL has paid out the twice a year health insurance payout to the two employees on the plan. Expenses are outpacing revenue by about 2%.

A motion to approve the October Financial Report as presented was made by John Cleveland, seconded by Pat Gautier. All were in favor.

The Committee looked at the draft of the FY27 budget and it needs more work to balance the budget. They will have a final version of the budget for Board approval at the late December meeting. APL is already anticipating flat funding (or reduced funding) from the City of Auburn. Personnel needs more funding to support COLA raises and increases to staff salaries to bring them comparable with other libraries in Maine. Health insurance will be approximately \$34,000 more.

There was discussion about raising the non-resident fee from \$60 to \$65 and the quarterly fee from \$15 to \$20. There was also discussion about the joint agreement with the Lewiston Public Library. Board members asked to see a copy of the agreement with the Lewiston Library, and Donna Wallace said she would provide that to the Board. A motion was made to increase non-resident fees as presented by Sharon Bergeron and seconded by John Cleveland. There were seven in favor (Ralph Harder, Pat Gautier, Sharon Bergeron, Rick Whiting, Jen Lynch, Amy Heimerl, and John Cleveland) and three against (Lisa Cesare, Nicole Rancourt, and Courtney Reed-Marsh). This price increase change would take effect in FY27.

9. Fundraising Committee

Nicole Rancourt gave an update about fundraising and stated the group is working on their overall fundraising plan for the year. Haley Warden sent out over 600 annual appeal letters about ten days ago. Fundraising meetings are held on the first Friday of the month 9:15 AM (both hybrid and APL Conference Room) if any Board members would like to attend.

10. Director's Report

A full written report was provided. In addition to what was presented, Donna gave an update on

- Filling the final lending position.
- The Maine Municipal Health Trust representative came to APL to answer insurance questions.
- The Capital Improvement Plans for FY26 projects done. APL spent \$61,078.49, which included an unexpected bill for electrical services. For FY27, she would like plans to include two-person study pods, improved lighting on the second floor, a glass lockable cabinet, and an improved PA system.
- Mechanical Services has repaired air hander 1 and will start other repairs in December.
- The cost for our Minerva will see a \$100 increase, and an increase in van delivery is anticipated but not amounts have been given.
- The IMLS lawsuit to dismantle the agency was struck down by the court.
- Reminder that the holiday gathering is on December 10 at 6 PM at DaVincis in Lewiston.

11. Lewiston Public Library Report

A representative from LPL was not on hand for an update.

12. Other Business

The full Board will meet again on Tuesday, December 30 from 4:30 PM to 5:30 PM to discuss two agenda items: (1) the FY27 budget and (2) the first review of the MOU with the City.

The meeting was adjourned at 6:05 PM on a motion by Nicole Rancourt, and seconded by Pat Gautier. All were in favor.