



Auburn Public Library
Special Meeting Board of Trustees
Tuesday, December 30, 2025 4:30 PM

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

Staff: Donna Wallace

Absent: Jen Lynch

1. Call to Order/Introductions

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

2. Appointment of New Board President

There was a motion by Lisa Cesare, and seconded to appoint Rick Whiting as President for a term of two years. All were in favor.

3. Assessment of Committee assignments for 2026

Governance Committee – The committee will consist of Lisa Cesare, Pat Gautier, Amy Heimerl, and Ralph Harder. Meetings take place on the 3rd Tuesday of the month at 8:30 AM beginning in February on Zoom.

Finance Committee – The committee will consist of Sharon Bergeron, John Cleveland, Pat Gautier, and Lisa Cesare. Meetings are held in person at APL, typically on the 3rd Monday of the month.

Fundraising Committee – The committee will consist of Nicole Rancourt, Jen Lynch, Courtney Reed- Marsh, and Amy Heimerl. The meetings are on a hybrid schedule (Zoom and in person) on the 1st Monday of the month at 9:15 AM.

A full listing of all APL meetings for 2026 will be provided to the board at the January meeting.

4. FY27 Financial / Budget Review

Sharon gave an overview of the November financials for the first five months of the fiscal year. The second endowment payment will be coming any day now as checks were issued in early December. A motion was made by Lisa Cesare and seconded by Courtney

Reed-Marsh to accept the November financial statements as presented. All were in favor.

The finance committee presented two separate budgets: one with a flat budget, and a second with a 3% increase in funding from the city. The second budget presented would allow for a COLA increase for staff. The city requires APL submit a summary form to the city by January 13, 2026 with a summary budget, and city leaders will reach out to Donna Wallace with any questions and to schedule future meetings about the budget. The finance committee will write a letter to the city to go along with the budget form explain the budget request rationale. A motion was made by Amy Heimerl and seconded by Pat Gautier to accept the proposed FY27 budget that includes the 3% increase as presented. All were in favor.

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

Lisa Cesare gave an overview of the draft MOU. The first point of discussion was the suggestion that the city would provide “no less than” 80% of APL’s annual funding for services and the library would be responsible for “the remaining balance”. Historically, the city has provided between 80-90% of APL’s annual funding. Donna Wallace provided data from other libraries that are quasi-city funded which said these nine municipalities provide an average of 81.4% to their town libraries.

John Cleveland suggested that there be an understanding with the City of what constitutes capital improvement; the Library will notify the city of current and future capital needs during the city’s capital improvement process, and the city will provide capital improvement plans to the Library. This language will be added to the MOU.

There was a discussion about Exhibit A and joint expenses which specify what APL pays for, and what the city is responsible for. There should be inclusion about which party pays for personal insurance liability, general liability, and the insurance of the contents. There should also be discussion under the ‘joint responsibility’ section about who is responsible for expenses when APL is asked by the City to act as an emergency shelter, and who is responsible for expenses when APL is asked by the City to act as a warming/cooling center during regular hours (ie. expense of a back-up generator, expenses for staffing).

It was also suggested that the agreement include an Exhibit B to include the job description and understanding of the part time maintenance person shared with the City.

The Board also suggested that a maintenance/energy efficiency plan for the building should be initiated by the City to include all utility systems, HVAC, and plumbing.

Donna Wallace and Lisa Cesare will edit the MOU document and bring it back to the board for final review at the January meeting.

The meeting was adjourned at 5:54PM on a motion by Sharon Bergeron, and seconded by Ralph Harder. All were in favor.