



**Auburn Public Library
Board of Trustees In-Person Meeting
Tuesday, February 25, 2025, 4:30 p.m.**

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

Staff: Donna Wallace, Haley Warden

1. Call to Order/Introductions

The meeting was called to order at 4:33 PM.

2. What Are You Reading?

A full list was posted to the web.

3. Approval of January 28, 2025 Minutes

The meeting minutes from the January 28, 2025 meeting were approved unanimously with no changes on a motion by John Cleveland and seconded by Pat Gautier.

4. Board Duties and Capacity

Michael Malloy started a general discussion about Board capacity. Most board members seem to be “at capacity” for additional Board work.

It was suggested that the focus for this year should be supporting staff as the board works to fully populate the Board. Michael suggested that the objective of the year should be to amend the by-laws regarding trustee selection, supporting staff, being stable, and having a solid budget with good record keeping. It was also suggested that Strategic Planning move forward, but at a slower pace, rather than stopping the process altogether. The first objective of SP should be to resolve the governance structure of corporators and the Board. Donna Wallace and John Cleveland suggested that the planned meeting with consultant Beckie Conrad would be helpful. Lisa Cesare thought the Governance Committee could pause and shift some resources to the Strategic Planning Committee. John Cleveland resigned as head of the Strategic Planning Committee. Michael Malloy said he will step up as the committee chair for now.

5. Strategic Planning Committee

No official report was given as this was discussed in item #4.

6. Trustee Selection/Onboarding Committee

Heidi McCurdy reported that the committee has been meeting once a month. She presented a copy of the onboarding process and asked for feedback from the full group. Lisa Cesare said she and Donna would be networking at the next Chamber of Commerce breakfast. They discussed sending an annual mailer to Auburn businesses.

A new trustee was brought forward as a potential candidate for consideration. Jennifer Lynch is a former high school librarian with lots of skills (APL capital campaign former member; fundraising). Lisa Cesare made a motion to recommend her as a new board member with a second by Sharon Bergeron. The vote was eight in favor, one opposed, and one abstention. (The opposing and abstaining Board members noted that their votes were not a personal reflection of the candidate but rather a vote against the process.) There was a discussion by the group asking to see voting information for new members on the agenda and to see applications prior to board meetings.

7. Governance Committee

The Director's Evaluation Survey in Microsoft format has been finalized. The results will be transferred to library servers when completed. Next year, the survey will be in a Google Document. Lisa Cesare will be meeting with Donna and the Leadership staff on March 12 to explain the changes to the survey process. The Board, the Leadership staff, and the Director will have two weeks to complete the survey. Trustees will be provided with an update of the process for the Director Survey.

The Board asked that future agendas provide more details on what will be discussed at the Board meetings. The week before the Board meetings, Committee chairs should email Bethany a list of topics they will discuss so they can be added to the agenda. Also chairs should email Bethany any supporting documents.

8. Finance Committee

The finance committee met in February to discuss the January financials. Sharon Bergeron gave a financial overview to the board. Revenue is at 57% and expenses are at 58% so we are right on track. The annual fund grew from 30% to 88%. A motion to approve the January statements was made by John Cleveland and seconded by Lisa Cesare. All were in favor.

The committee also looked at comparable benefit packages for library staff. As presented in the Treasurer's Report (lines 38 and 39), the committee is asking the Board's approval to eliminate these payments to employees who waive the health insurance benefit, with the stipulation that it does not affect current waiver recipients enrolled in the program. A motion for the elimination of the insurance waiver program was made by Michael Malloy and seconded by Nicole Rancourt. All were in favor. This benefit will be stricken from the Employee Handbook for new employees.

The Finance Committee is recommending that staff spend current restricted funds (@\$16,000) by June 30th. The previously unspent restricted funds accumulated over recent years (@\$149,000) will be spent over the next three years (@\$50,000 per year).

This process will ensure a more realistic approach to spending the funds while contributing to a more balanced and meaningful collection.

The Capital Fund budget will be reviewed next month, and we hope to have the new Auditor come in for the April meeting.

Sharon Bergeron also reported that after meeting with the city about the upcoming budget, they thought the ask of 3% was great. The city is also looking to vacate the Electrical building next door and have suggested that they would give it to APL.

9. “Fun” Raising Committee

The Art Auction will be held Saturday, March 29 from 10 AM to 11:30 AM. Haley selected 32 of Margery Schuler’s smaller-sized “water” images. The committee is hoping all Board Members will attend, and bring a friend, to interact with the community either by mingling or helping with the auction. Tickets are \$5 on Eventbrite or for sale at the Lending desk starting March 1. Michael’s craft store will also be on hand to answer questions about framing and hand out coupons. A Youth Music Group will play at the event. The minimum bid on the paintings will be set at \$40. Information will be live on the web site March 1.

The committee is still reevaluating the June Community event after the closure of Side x Each. The Block party in September is still being planned, and they are reaching out to the city to find out about permitting.

10. Director’s Report

A full written report as well as further info was provided.

An unrestricted donation of \$54,000 was received by APL.

APL will be working with the City of Auburn to hire a maintenance person who will work part time at APL. Donna will be in the interview process, and has received access to the city work order portal. The entire staff is pitching in to fill in since Rick’s departure. Donna met with City managers and they are looking to develop a MOU of what the city does and covers for the library, and what APL is responsible for. They will provide a draft for our review.

Donna asked for more lighting in the staff parking lot and the city will look into it. More staff have been added on Saturdays because of the increased number of unhoused that come in on Saturdays.

The Spring Street entrance has been closed until the ice melts. This is an issue every year and the city will be looking at the roof with a roofing contractor to find a solution.

Project Support You (PSY) staffers will be attending the March 12 staff meeting to speak to staff about their duties.

The dedication of the portrait of Maggie Trafton will be held on March 25th after the Board meeting.

The documentary film “Free for All”, a history of libraries will be shown at APL on March 27th.

The Farmers Market and Craft Show will be held at APL on Friday, April 4th.

APL has been nominated to be included in the next round of “Best” non-profit in the state. Voting will be done in April, May, and June. The winner receives a donation.

Donna also reported that there was an issue with the interlibrary local courier and a patron, who filed a complaint. Donna then filed a formal complaint with STAT Courier and is waiting to hear back to resolve that issue.

11. Lewiston Public Library Report

No LPL Board Member attended the meeting.

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

March 6, 2025; April 3, 2025; and May 1, 2025

12. Other Business

Haley Warden reported that APL has been selected by the Target Corporation to be a participant in the “Target Circle Community Giving Program”. More information will be sent out by Haley.

The meeting was adjourned at 5:58 PM on a motion by Michael Malloy, seconded by Lisa Cesare. All were in favor.

Upcoming Meetings:

- 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