



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

**Present:** Michael Malloy, Nicole Rancourt, Lisa Cesare, John Cleveland, Pat Gautier, Ralph Harder, Rick Whiting, Courtney Reed-Marsh, and Jen Lynch

**Staff:** Donna Wallace, Bethany Lyons

**Excused:** Sharon Bergeron

**Guest:** Tu Biederman, LPL Board Member

**1. Call to Order/Introductions**

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

**2. What Are You Reading?**

A full list was posted to the web.

**3. Approval of February 25, 2025 Minutes**

The meeting minutes from the February 25, 2025 meeting were approved unanimously with two changes to be made on a motion by Michael Malloy and seconded by Pat Gautier.

- A typo to be corrected: Schuler paintings' art auction minimum bid is \$40, not \$40,000.
- Clarification on Jennifer Lynch's nomination vote: 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.

**4. Strategic Planning Committee Update**

Michael Malloy gave an update on the Committee's meeting with Rebecca Conrad, whose full proposal is included in the Board packet. He noted that she is willing to do much of the strategic planning legwork and will work with the board over next 6-7 months and will be available partner. Michael Malloy pointed out that he feels her \$15,000 bill is very reasonable. There was some discussion about concerns with board engagement when using the consultant (if she is doing the majority of the work). As discussed last month, the capacity issue with the board makes her proposal a good compromise and board participation is still vital. There was some discussion on how realistic the provided time frame will be and Lisa Cesare suggested that the Governance

Committee take a six month hiatus focus on strategic planning. The entire board thought that was a good idea. There was also a reference to “long-range planning” in the Director’s Evaluation. The board discussed how the strategic plan will drive the library goals and thus, drive the Director’s goals.

A motion was made by John Cleveland and seconded by Lisa Cesare to

- undertake a strategic planning process with Rebecca Conrad to begin as soon as an engagement agreement is entered and to complete by the end of 2025, in accordance with the proposed planning process and timeline presented;
- To appropriate up to \$15,000 in designated funds and dedicate them for these purposes and to authorize the Treasurer to disburse such funds in accordance with the engagement agreement; and
- To authorize the President to execute any required engagement agreement in order to effectuate the foregoing.

All were in favor and the vote passed.

## **5. Trustee Selection/Onboarding Committee Report**

Lisa Cesare presented an updated onboarding guidelines document to the Board. This new document provides a consistent process and lays out how the board can recruit more members, and how mentoring will work.

There was some discussion about “business categories” for board recruitment, and while that language is not written into the actual process procedures, the application asks those questions. A number of topics need to be discussed during the strategic planning process including size of the board, succession planning and terms start/end date.

There was a motion by Pat Gautier and seconded by Nicole Rancourt to accept the updated onboarding guidelines as the process going forward. All were in favor.

## **6. Governance Committee**

Lisa Cesare reported that the committee has completed the Directors Evaluation Survey. Language about a Director’s midterm review was removed from the previous document. The survey is ready to go and will be sent to the Director, the Board, and to the APL Leadership Team on Wednesday

A motion was made by Nicole Rancourt and seconded by Courtney Reed-Marsh to accept the updated Director’s Evaluation Policy as presented. All were in favor.

## **7. Finance Committee**

The finance committee met in March to discuss the February financials. Pat gave a brief overview of the financials. We are right on target for our spending. Donna Wallace reported she now has access to the Maine Community Bank account and will now be able to move the monies as discussed last June.

There was a motion by Lisa Cesare and seconded by Nicole Rancourt to accept the February financials as presented. All were in favor.

There was some discussion about being a difficult budget year APL asked the City for a realistic 3% increase. Donna and Sharon met with city leaders and were informed that there was no need for a full presentation to the City.

### **8. “Fun” Raising Committee**

Nicole Rancourt gave a fun-raising update. She reported that there have been no tickets sold (other than to Board Members) for the Schuler Art Auction on Saturday, March 29. The committee is going to meet to discuss what will happen with the Auction; whether to hold it or not. It may not make sense to spend the time and money on food to only have board members show up. As soon as a decision is made, the Board will be notified.

A block party for September 13 is being planned and an application was submitted to the City. The plan is to block off Library Avenue. Donna and Nicole met with Jen at the City and she wants to partner with APL for the party. Jen mentioned there is “Block party” truck for the community with access to tents, etc. APL could also have access to the games at the Recreation Department. There was some talk of holding the Schuler Silent auction during the block party.

### **10. Director’s Report**

A full written report was provided.

Donna updated the board about the impact of changes to the proposal to eliminate IMLS (Institute of Museum and Library Services - the Federal Agency for libraries). Donna asked the board whether APL should notify patrons of the impact of changes if the agency is eliminated. There was discussion of how this could impact our budget. As APL cannot do direct lobbying per Michael Malloy, APL could put out info on how services could be affected. Donna may add a link to ALA to her April Shelf Life introductory letter.

She has five interviews for Rick’s maintenance position starting this week. She thanked staff for stepping up to help with maintenance duties.

April 8<sup>th</sup> is National Library Workers Day and she’d like to do something to recognize staff.

APL is seeing greater numbers of unhoused individuals in the library and City EMS has been responding quickly and staff seem to be responding more calmly.

The documentary film “Free for All”, a history of libraries will be shown at APL on March 27<sup>th</sup>. This is just a 60 minute clip of what will be shown on PBS on April 29.

The Farmers Market and Craft Show will be held at APL on Friday, April 4<sup>th</sup> with 10 vendors.

The May Board meeting will include Ouelette and Associates, the auditor, and the June meeting will host the Maine Community Foundation for their annual portfolio presentation.

### **11. Lewiston Public Library Report**

Tu Biedermann from the LPL board gave an update on what is happening at LPL. Their capital campaign continues with an adult fundraiser on April 26 - a garden party mystery night held after hours in the library. There will also be raffles from local businesses of items donated. The new lending services librarian is heading up this event.

Joey Houston, Director, was appointed to the Maine Library Commission. Sara Turner was promoted to Assistant Director, and at this time, her Children's Librarian position will not be filled.

The next two LPL Board meetings are as follows and are held on the first Thursday of the month at 5:30 PM: April 3, 2025 (no one from APL able to attend); and May 1, 2025 (Lisa Cesare to attend)

### **12. Other Business**

The Auburn Superintendent will need to fill the position vacated by Heidi McCurdy's resignation. Pat Gautier said she would inform superintendent about the vacancy.

The meeting was adjourned at 5:48 PM on a motion by Lisa Cesare, seconded by Nicole Rancourt. All were in favor.

### **Upcoming Meetings:**

- LPL Board Meeting – April 3 and May 1, 2025 at 5:30
- Governance Committee – April 8 and May 13 at 8:00 AM on Zoom
- Finance Committee – April 15 and May 20 9:00 AM in person at APL
- APL Board Meeting – May 27 and June 24 at 4:30 PM in person at APL