



**Auburn Public Library
Board of Trustees In-Person Meeting
Tuesday, May 27, 2025, 4:30 p.m.**

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

Staff: Donna Wallace

1. Call to Order/Introductions

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

**2. Accountant's Report and Reviewed Financial Statements/
Steve Lamontagne of Ouellette & Associates**

Steve Lamontagne presented his report and full copies were handed out to the Board. He discussed the highlights of the RFS 2024 report comparing it to the 2023 Audit, reviewed some notes for clarity, and concluded that it was a "Clean Report". Lisa Cesare made a motion to accept Accountant's Report and Reviewed Financial Statements, as presented, with a second by Sharon Bergeron. All were in favor.

3. What Are You Reading?

A full list was posted to the web.

4. Approval of April 22, 2025 Minutes

The meeting minutes from the April 22, 2025 meeting were approved

The minutes were approved on a motion by Lisa Cesare and seconded by Nicole Rancourt. Michael Malloy abstained as he was not at the April meeting. All were in favor.

5. Strategic Planning Committee

Michael Malloy reported that the committee has had its first organizational meeting and they will be meeting every three weeks. He briefly explained the process. Board interviews will be done in June. They are meeting next on June 10.

6. Finance Committee

The Finance Committee met in May to discuss the April financials. Sharon Bergeron gave an overview of the financials and reported the library is in good shape. The next Finance meeting is scheduled for June 11 at 3:00 PM. Next month, the finance committee will be asking for a vote on COLA funding, as well as what to do with the Sylvester funds. Maine Community Foundation will be at the June Board meeting to do their presentation.

A motion was made by Nicole Rancourt to accept the April Financial Report, as presented with a second by Lisa Cesare. All were in favor.

Donna Wallace presented her report for the FY 26 Capital Improvements Plan (CIP) Budget:

- The handicap accessible doors are over 20 years old and we need to replace the buttons as well as add one at Cibo entrance. Estimate from Door Control Inc for \$6,50.
- Landscaping – many projects presented - estimate from Carrier's Lawn and Landscape \$10,700 for complete revamp of the grounds.
- Outdoor Amphitheater – staff recommendation for programming resource, 12 by 12 stage. This would create seating for 30 people. Estimate approx. \$25,900 from Carrier's Lawn and Landscape.
- Our electronic sign is off line as we can no longer update it due to literal meltdown of computer and software. Replace in full color by Neocraft Signs for \$9,490.
- Fencing for Patio outside Maggie Trafton Room. It would be 4' high with a gate, and another 6' section at the end. Alternative programming place. Aroostook Fence approx. \$6,650.

Future projects would include bathroom renovations, water bottle fill stations, generator (purchase by city?) as APL is a warming/cooling center, and installing solar panels (in helping APL be more sustainable in the future).

The presented CIP items would be paid for with already-earmarked APL funds; we have \$178,000 available to spend and the above total is approximately \$59,779. John Cleveland asked about the library's purchasing policy to get more than one estimate for a project. APL is able to tap into the city's purchasing power.

A motion was made by Lisa Cesare to approve the FY26 Capital Fund Budget as presented and to work with the city (as needed) with a second by Courtney Reed-Marsh. The motion passed with 9 "for" and 1 "opposed".

7. "Fun" Raising Committee

Nicole Rancourt gave a fun-raising update. They are making progress with September block party. The June 10 trivia at Lost Valley is a go for 6:30 PM.

8. Director's Report

A full written report was provided. Donna Wallace gave an IMLS update to the Board.

Two updates on staffing -- Zackary Ireland, a part-time lending associate had his last day on May 15 and Donna provided the Board details from his exit interview. She also reported that Leah Jolicoeur, part-time shelver, has graduated from CMCC and her last day will be June 6. That part-time shelving position will be posted.

Donna also reported that there will be a staff / board book read this summer and will be ordering copies of *Rough Sleepers*, a book about homelessness in Boston.

Donna shared feedback from her evaluation and provided a written response with her suggested goals for FY2026 to the Board after the meeting. Survey questions addressed four key issues and was more succinct and easier to use than previous surveys. The Leadership Team recommended that “N/A” should be an option in the response fields. Lisa Cesare met with leadership team. Next year the board will send out a separate questionnaire for all staff which will include a general comment section regarding the Director’s performance.

9. Lewiston Public Library Report

No one from LPL attended the meeting.

10. Other Business

No other business was discussed.

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