



**Auburn Public Library
Board of Trustees In-Person Meeting
Tuesday, June 24, 2025 4:30 p.m.**

Present: Michael Malloy, Ralph Harder, Nicole Rancourt, Lisa Cesare, John Cleveland, Pat Gautier, Sharon Bergeron, and Rick Whiting

Staff: Donna Wallace, Bethany Lyons

Excused: Jen Lynch

Absent: Courtney Reed-Marsh

Guests: Liana Kingsbury and Brendon Raey from Maine Community Foundation

1. Call to Order/Introductions

The meeting was called to order at 4:31 PM. Introductions were made.

2. Maine Community Foundation (MCF) Presentation

Liana Kingsbury and Brandon Raey attended the meeting and gave an update about how they are managing the APL portfolio. Two handouts were provided showing the portfolio of 31 funds and the investment performance of the \$3.5 million they manage for the library. There are \$322,000 in funds that were added to the portfolio in 2024. A 4% average value (to help preserve principal) of the fund is distributed to APL. The 4% is a MCF investment committee recommendation to balance perpetuity vs funding.

3. Election of Officers

Current President, Michael Malloy, asked board members to begin thinking about officer positions for the next year to be discussed at the August board meeting. He announced that after the September meeting, he will be stepping off the Board. It was also discussed that Rick Whiting will not be running for City Council again and will no longer be on the Board as the City appointee but he would be willing to stay on as a city resident.

4. City of Auburn Request for Information

APL received a request from the city manager's office requesting additional information from the library. Staff can put together a report for the city using data but will need guidance from council on how they would like staff to measure the value we deliver to the Auburn taxpayer. Michael Malloy volunteered to be the point person to answer questions from the council and will invite the mayor and city council to attend the August board meeting. Donna Wallace pointed out that she is still waiting on a memorandum of understanding from the city manager.

5. What Are You Reading?

A full list was posted to the web.

6. Approval of May 27, 2025 Minutes

The meeting minutes from the May 27, 2025, meeting were approved with no corrections. The minutes were approved on a motion by Lisa Cesare and seconded by Nicole Rancourt. All were in favor.

7. Strategic Planning Committee

Due to time constraints, this agenda item was not discussed.

8. Finance Committee

The Finance Committee met in June to discuss the May financials. Sharon Bergeron gave an overview of the financials and reported that revenues were 3% above target and expenses were 1% below target. She said that the committee will need to look at health insurance costs next year.

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

The board discussed whether they should take a position on an annual basis of who to have manage the APL funds, as well as a discussion setting the percentage taken out. After the MCF presentation in 2026, the board will discuss if they are satisfied with relationship and with MCF's management of APL funds.

A motion was made by Pat Gautier to continue with MCF as investment manager for the next year and the current Investment Policy of 4% portfolio withdrawals with a second by Lisa Cesare. All were in favor.

A motion was made by Lisa Cesare to move the Sylvester Estate Memorial funds \$54,600 from the Memorial revenue account; half \$27,300 to the board-designated account at Norway Bank, and the other half to MCF with a second by Pat Gautier. All were in favor.

A motion was made by Lisa Cesare to close the Maine Community Bank accounts for Capital funds and Unemployment to move to Norway Savings Bank in separate accounts, \$78,593 and \$19,274, respectively, with a second by Nicole Rancourt. All were in favor.

There was discussion about raising the room rental fees and asking for donations from non-profit organizations that use the room at no charge.

A motion was made by Lisa Cesare to amend the FY26 budget to add \$3,256 to Room Rental revenue and the same amount to the Salaries Expense line item in order to restore the half percent back to COLA (from 2.0% back to 2.5% raises for staff) with a second by Nicole Rancourt. All were in favor.

9. “Fun” Raising Committee

Nicole Rancourt gave a fun-raising update. She said that trivia night was great and very busy. They raised \$400 in a 50/50 raffle and had a lot of fun.

10. Director’s Report

A full written report was provided. Additional information was given:

- The part time shelver position has been filled by Felix Miller, a former teen volunteer.
- Staff summer reading kick off was yesterday and many great programs are scheduled.
- A reading discussion of the book, Rough Sleepers, will happen at the 9/10 8:00 AM staff meeting.
- Staff expressed concerns about money being spent on grounds upkeep so Donna worked with Haley for talking points for the staff.
- We have a new volunteer gardener and are waiting on second quote for landscaping. Davis Landscaping will be coming on 7/3 for a quote.
- The new outside sign has been ordered through Neokraft waiting on permits from the city.
- The MOU was signed for van delivery at a cost of \$6,851 for next year.
- There is no IMLS update.
- The Annual Corporators Meeting will be held on 9/23 at 6:00 PM, with the September Board meeting to follow immediately after. Beckie Conrad will be our presenter talking about the strategic plan.

11. Lewiston Public Library Report

No board member from LPL attended the meeting.

12. Other Business

None.

The meeting was adjourned at 6:15 PM on a motion by Nicole Rancourt and seconded by Ralph Harder. All were in favor.