



## **Auburn Public Library**

### **135<sup>th</sup> Annual Meeting and September Board of Trustees Meeting**

**Tuesday, September 23, 2025 6:00 p.m.**

#### **Annual Meeting Minutes:**

The 135<sup>th</sup> APL Annual Meeting of the APL Corporators began at 6:00 PM. Michael Malloy, Board President, welcomed the attendees. Rebecca Conrad of RSC Consulting gave an update of the Strategic Plan which she is working on for APL. Both Sharon Bergeron, APL Treasurer, and Donna Wallace, APL Director, gave brief updates and offered to take questions from attendees. The Annual Meeting ended at 6:30 PM.

#### **Board of Trustees Meeting Minutes:**

**Present:** Ralph Harder, Nicole Rancourt, Lisa Cesare, Pat Gautier, Sharon Bergeron, Rick Whiting, and Jen Lynch

**Staff:** Donna Wallace, Bethany Lyons

**Excused:** Courtney Reed-Marsh and John Cleveland

#### **1. Call to Order/Introductions**

The meeting was called to order at 6:40 PM.

#### **2. Approval of August 26, 2025 Minutes**

A motion to approve the meeting minutes from the August 26, 2025 meeting as presented was made by Nicole Rancourt, seconded by Jen Lynch. All were in favor.

#### **3. Board Work for Upcoming Months**

As reported at the August Board Meeting, Michael Malloy has submitted his resignation (both as President and a general Board Member) effective at the end of today's Annual Meeting. As Vice President, Lisa Cesare will be acting president for the next few months.

The Board is continuing work on the data analysis for the City. As the Library's pro-bono lawyer, Michael Malloy has offered to draft the final letter to the City of Auburn and the goal is to mail it before December. Lisa Cesare stated that she would send out the preliminary data to the entire board for review.

The Board will also focus on recruiting new board members and succession planning in the upcoming months.

#### **4. Finance Committee**

The Finance Committee met in September to discuss the current financials. Sharon Bergeron gave an overview of the financials and reported that the unemployment line shows a small deficit but the library is on track financially.

A motion to approve the August Financial Report as presented was made by Ralph Harder, seconded by Jen Lynch. All were in favor.

A motion to approve transferring approximately \$3,000 from account #10107 of Board Designated Funds (currently at \$98,495) to be used for annual gathering and gifts was made by Nicole Rancourt, seconded by Pat Gautier. All were in favor.

There was discussion about the increased costs of health insurance. Donna Wallace met with the insurance broker to gather information about different plan options and more information will be forthcoming to the committee.

Letter of engagement for annual review was signed with Ouellette & Associates, PA. The cost for the second year review is \$10,000 (compared to \$15,000 last year).

#### **5. Block Party Update**

Nicole Rancourt gave an update about the Block Party that took place on Saturday, September 13. She thanked all the volunteers and reported it was a great success with about 500 people attending. She noted that most attendees lingered and participated. APL made \$300 in raffle ticket sales. Several participants did not have a library card and APL signed up new patrons. For 2026, the committee will look at ways to increase income (i.e. selling APL t-shirts). She also reported that the two food trucks were happy with the turnout and were so busy that one ran out of items and had to restock. The committee plans to meet again on Friday, October 6 and will work on their year-long plan for fundraising.

#### **6. Director's Report**

A full written report was provided.

In addition to the written report, Donna Wallace also reported that the new Lending Services Technician for Circulation, Greg McIntosh, started full time this week.

Donna Wallace and Brian Usher have been gathering Library use data for the response to the city using the MSL's "Library Use Value Calculator". They looked at circulation

numbers broken down by town, and Auburn residents borrowed approximately 69% of APL materials with an approximate value of \$1.9 million (using the MSL calculator.)

The financial review with Ouellette & Associates PA is underway.

Donna met with the MMHET insurance representative today and they reported there would be an 8-10% cost increase, which is comparable to last year's increase.

October is 'Manufacturing Month' and both Donna Wallace and Haley Warden will be each attending three tours of local manufacturers to get out the word about APL.

#### **7. Lewiston Public Library Report**

No one from LPL attended the meeting.

#### **8. Other Business**

The Board agreed that there was a good turnout for the 2025 Annual Meeting.

The meeting was adjourned at 7:20 PM on a motion by Nicole Rancourt and seconded by Pat Gautier. All were in favor.