



Auburn Public Library

January Board of Trustees Meeting

Tuesday, January 27, 2026 4:30 PM

Present: Ralph Harder, Nicole Rancourt, Lisa Cesare, Pat Gautier, Sharon Bergeron, Rick Whiting, Courtney Reed-Marsh (remote), Amy Heimerl, John Cleveland, and Rachel Randall.

Staff: Donna Wallace

Excused: Jen Lynch

1. Call to Order/Introductions

The meeting was called to order at 4:30 PM. Introductions were made to the new City representative, Rachel Randall.

2. What Are You Reading?

A full list was posted.

3. Approval of the November 25, 2025 Minutes

A motion to approve the meeting minutes from the November 25, 2025 Board Meeting as presented was made by Lisa Cesare and seconded by Nicole Rancourt. All were in favor.

4. Approval of the Special Meeting December 30, 2025 Minutes

A motion to approve the meeting minutes from the December 30, 2025 Board Meeting as presented was made by Pat Gautier and seconded by Lisa Cesare. All were in favor.

5. Strategic Plan Review

Lisa Cesare noted that the board was provided two copies of the new strategic plan – a marketing strategic plan and a second copy containing detailed work in progress. She gave a brief overview of the plan and thanked Beckie Conrad and the entire strategic planning team for all of their hard work throughout the process. The Board also gave high praise to Beckie Conrad. The Governance Committee will work to prioritize tasks in the plan on a quarterly basis. Sharon Bergeron suggested that the document be sorted by date for ease of tracking. Donna Wallace reported that there is a single page document available for handout, and she will send a copy to the Board. A motion to

approve the Strategic Plan as presented was made by Nicole Rancourt and seconded by Courtney Reed-Marsh. All were in favor.

6. Memorandum of Understanding with City of Auburn Review

Before the MOU discussion, Ralph Harder asked if there was a response from the city regarding the Mayor's request for information on APL fees. Donna Wallace reported that there had been no response to date. She also reported that the Mayor responded to APL's FY2027 budget proposal with a request to see the detailed budget. Donna Wallace, Treasurer Sharon Bergeron, and Board President Rick Whiting will meet with City Manager Phil Crowell and Finance Director Kelsey Earle to discuss the proposed FY2027 budget and present the MOU Draft.

Lisa Cesare pointed out several items in the MOU that were still incorrect and will be changed to match other verbiage in the whole document. Also, information about APL's warming/cooling center obligations will be added to the Joint Responsibilities section of Exhibit A. When MOU discussions with the City and APL occur, Pat Gautier asked for specific clarification of the details of the insurance responsibilities for the Library.

A motion to approve the draft Memorandums of Understanding (with the discussed changes) was made by Sharon Bergeron, seconded by Nicole Rancourt. All were in favor.

7. Finance Committee

The Finance Committee met in December to discuss the current financials. Sharon Bergeron gave an overview of the financials and reported that APL is halfway through the budget year, and that expenses are on track. The disbursements from the Maine Community Foundation were received in January, and APL is expecting the \$10,000 Carnegie Grant this month, which will go toward annual giving.

A motion to approve the December Financial Report as presented was made by Pat Gautier, seconded by Lisa Cesare. All were in favor.

There was discussion about the Restricted Funds report and the anticipated spending down of the funds. Donna Wallace has begun encouraging donors to consider designating their endowments as "unrestricted" to make spending the funds easier for the Library. A motion to approve the Second Quarter Restricted Funds Report as presented was made by Ralph Harder, seconded by Amy Heimerl. All were in favor.

The Finance Committee is also working on a grant spending report which will be presented at an upcoming meeting. There are some grants that do not require specific time restraints on spending. These are often used for anticipated expenses and stay on the books until spent.

Donna Wallace has asked the staff for suggestions for capital improvement ideas. She received a staff proposal for a 4-person ADA-accessible study pod for the reference area and is getting estimates of costs. She also asked the Board for suggestions.

8. Fundraising Committee

Nicole Rancourt gave each Board member a packet of thank you notecards to be sent to Annual Appeal donors. They should be in the mail by Saturday, January 31. Send Haley Warden (hwarden@auburnpubliclibrary.org) an email letting her know when they are completed.

The Fundraising Committee hopes to be on the Board agenda next month to present the new APL Marketing Plan

Update about fundraising: They are looking to host another Trivia Night fundraiser in June and are looking into working with local restaurants to sponsor nights where a percentage of proceeds would be donated back to APL. The date for the next block party will be Saturday, September 26. There will be another themed basket raffle and the group will be asking Board members to contribute to specific baskets.

The Board also asked that Haley Warden resend the email about opting in/out to receive all fundraising communications.

Governance will work on updating/explaining the expectation that all Board members and members of the Staff contribute to the Annual Appeal to show their support of the Library.

9. Director's Report

A full written report was provided. In addition to what was presented, Donna gave an update:

- Maine Community Foundation will be presenting at the May meeting.
- Ouellette & Associates hopes to present their Annual Financial Review at the March meeting.
- Donna Wallace is preparing for 2/11/2026 budget meeting with city.
- The sweep account at Auburn Savings Bank is in process.

10. Lewiston Public Library Report

A representative from LPL was not on hand for an update. Their Board meets on the First Thursday of the month at 5:30 PM) at LPL . Bethany Lyons will circulate a sign-up sheet to the Board asking for representatives to attend LPL meetings.

11. Other Business

None.

The meeting was adjourned at 5:40 PM on a motion by Sharon Bergeron, and seconded by Nicole Rancourt. All were in favor.