

The Auburn Public Library
Board of Trustees
January 20, 2016
Androscoggin Community Room
7:30 AM

Trustees: Sonia Buck, Kirk Egge, Mark Foster, Patricia Gautier, William Low, David Murphy, Barbara Trafton and Susan Weiss. Guests: Claire Thompson, Austin Associates; Noel Madore, Lewiston Public Library. Staff: Mamie Ney, Director.

President Sonia Buck opened the meeting at 7:35 a.m.

Minutes from the December 16, 2015, meeting were accepted unanimously on a motion Barbara Trafton and a second from Susan Weiss.

Mamie Ney reported that a hearing for the Helen Eastman Trust conversion to a unitrust has been scheduled for April 20th at the Cumberland County Probate Court in Portland. Dick Trafton has agreed to represent the Library's interest. He is in the process of drafting a response to the proposed conversion.

Claire Thompson of Austin Associates reviewed the annual financial report for Fiscal Year 2015. A qualified opinion was issued due to the change in accounting for pension funds by the Governmental Accounting Standards Board (Statement #68). The Library is a part of the Maine Personnel Retirement System's pooled defined benefit plan. The Library at the end of the fiscal year had excess unpooled funds of approximately \$400,000 and these were returned to the Library as MPRS would no longer be holding these funds due to the newly implemented required reporting and accounting standards. After attempting to determine the Library's exact obligations due to the reporting/ accounting changes, it was determined that necessary accounting and disclosures for this year's financial statements could not be made. It was noted that until the change, MPRS had been using the excess unpooled funds to cover APL's benefit contributions. With the return of the funds to the Library, APL is now making monthly payments to MPRS. A discussion followed regarding the Library's overall pension and benefit plans. It was recommended that a mid-year update be given and Claire agreed to report to the Board in August.

Other highlights in the Claire's report included the fluctuation of our endowment's value due to gains and losses in the financial markets, the need to update the Library's employee manual, and the good containment of expenses with regard to the Library's revenues. Claire also cited the Library's tackling of the ongoing issue of the classification of endowment funds. Since starting in January 2015, Development Coordinator Susan Geismar has been reviewing files and funds classifications and has done an excellent job with assistance from our bookkeeper Sarah Harding. We have reclassified some endowment funds according to donors' intent. This resulted in a restatement of previous years' allocations among restricted, temporarily restricted, and unrestricted funds.

At the conclusion of Claire's report, Dave Murphy moved that the Board accept the financials as presented. Pat Gautier seconded. The motion was unanimously approved.

Noel Madore, Sonia Buck, and Susan Weiss gave a report on Lewiston's last two board meetings. LPL has some serious security concerns which they are addressing with the hiring of security personnel. Staff safety has been a concern.

Mamie Ney gave her director's report. The implementation of the new social media/Internet/cell phone policy for the staff has gone well. The follow up to our annual appeal that began in June was very successful with an additional \$10,000 received. The schedule of the June and December appeals seems to be working well. We will now concentrate on expanding our donor base. Work is continuing on prepping for the NASA exhibit.

Mamie also reported that budget season is now upon us. A capital improvement plan request has been submitted to the City for approximately \$58,000. That would cover the replacement of the doors for both entries (\$44,000). A request for \$14,000 for a building audit has also been made. The current informal capital plan is now more than five years old. Both priorities and costs have changed significantly. The proposed building audit would provide a ten-year plan that would give us a better idea of our needs and how to prioritize and classify our fundraising needs. A grant application has also been made to cover the cost of the audit. An answer is expected sometime in mid- to late-February.

An operating budget of \$1,220,000 for FY2017 has been proposed. This is a 1.1% increase over FY2016. The City has been asked to contribute an additional \$9,600 (0.95%) for the upcoming fiscal year. The Library has increased its fundraising commitment. Some expenses have been reduced to accommodate an expected 7% increase in insurance costs and other operating items.

Adjournment was moved and seconded. The motion was unanimously approved.

(Signature on file)

William Low, Secretary

Accepted: Feb. 17, 2016