

**The Auburn Public Library
Board of Trustees
March 21, 2018
Conference Room
7:30 AM**

Trustees: Sonia Buck, Nicole Rancourt, Barbara Trafton, Bill Low, Alfreda Fournier, Susan Weiss, Patricia Gauthier, Kirk Egge

Staff: Mamie Anthoine Ney (Director), Bethany Lyons (Administrative Assistant)

Other: Darby Ray (LPL Board Director), Claire Thompson (Austin Associates)

Sonia Buck called the meeting to order at 7:37 AM.

Introductions were made. Barbara Trafton motioned to accept the February 1, 2018, board meeting minutes. The motion was seconded by Nicole Rancourt. The motion passed.

Governance Committee: Barbara Trafton stated that the Committee has met and discussed a process for new members. The group looked at strengths and expertise of the current group and will try to broaden the board by filling in needed areas. The process will be to bring names to the board, provide possible members a description of the role, and then vote on new members. Barbara stated this is a process that can take several months. The Committee brought forward three potential candidates who have a long-standing history in the community and with the library. Barbara asked the group for discussion on whether these three are worthy of moving forward. The committee felt they were a good mix of backgrounds and all were agreeable to proceed. The Committee will set up appointments with these three individuals and share the "job description."

Auction Committee: Nicole Rancourt gave an Auction Committee update. The group recently met to brainstorm additional organizations that could be approached for donations or sponsorships. Nicole Rancourt distributed a Google spreadsheet listing all information on prior sponsors and donors and asked all trustees to sign up for at least 10 businesses to contact, feeling free to add new names if necessary. Nicole also distributed a letter from Mamie that can be used to help solicit donations or sponsorships. For any general auction questions, feel free to contact Susan Geismar.

Café Prospect: Mamie Ney presented a summary business plan from Craig Tribuno, who is interested in renting the café under the name "Sotto i Libri (Under the Books)" under a two year lease. She noted that he intends to start small and flexible and grow from there. He has applied for a STAR grant under the Community Development Block Grant (CDBG) program. He mentioned to Mamie he would like to employ students. During discussion, Kirk Egge questioned who will be the person running the day-to-day operations – will it be Craig? Barbara Trafton suggested that the security deposit be at least \$2,000 based on problems with prior tenants. Barbara suggested increasing the rent the second year from \$715 the first year to \$1,000 the second year. She also wanted it clarified that written permission will be needed for any changes to the building. Barbara Trafton made a motion to have Mamie move forward with the modifications to the lease with Craig Tribuno (increased security deposit from \$500 to

\$2000, increased rent in second year, and clarification on who will be the day-to-day contact.) The motion was seconded by Susan Weiss, and the motion passed unanimously.

LPL Update: Bill Low reported that he attended a recent LPL board meeting where their investment advisors reported. Darby Ray, Chairperson of the LPL Board, gave an update on what's happening at the LPL:

- They are in month 5/6 with the new director who is doing a wonderful job. She had big shoes to fill and has brought great energy to the position. She has been doing good hiring and staff morale is good.
- The new Mayor has been attending Board meetings.
- It is budget season and the LPL has some large capital challenges, most importantly replacing the library windows.
- Answering a question posed by Barbara, Darby pointed out that the LPL Board does not do any fundraising but a "Friends" group does minimal fundraising (less than \$5,000 per year)
- The Board asked for a future discussion on forming a mutual "Friends of the Library" group, perhaps to be discussed at an upcoming joint meeting between the Boards.

FY 2017 Audit Report: Claire Thompson from Austin Associates spoke to the Board to give a brief overview of the Financial Statement and Auditor's Report. She talked about rules changing for pension accrual; the Library's pension liability is about \$500K but it is not a compliance issue.

Claire then discussed the two letters that were provided with the Financial Statement. The first letter (that begins with "In planning...") discloses deficiencies. There are two significant deficiencies that are important as they are repeat findings. The first issue is that for many years, donor funds have not been going into the correct accounts at Maine Community Foundation. The firm recommends that someone from the APL review and sign off on the correct accounts. Although this has been an issue for 10+ years, it is slowly getting resolved. Beginning in 2018, MCF will be accounting for funds by donor and will be moving things around to the proper account. This is a large undertaking but will allow the APL to account for earnings by donor, and will allow APL to group smaller funds by purpose. The second issue is that restricted funds generate income which can be spent on certain items. MCF sends money to the APL and the APL needs to better document on how the money is spent.

The second letter attached to the Audit shows no significant audit findings.

Pat Gauthier made a motion to accept the audit. Nicole Rancourt seconded the motion. All were in favor and the motion passed.

Susan Weiss made a motion to adjourn the March Trustee Meeting. The motion was seconded by Bill Low. The motion passed and the meeting formally adjourned at 9:05 AM.