

Auburn Public Library Board of Trustees

Tuesday, October 20, 2020

7:30 a.m. ZOOM Meeting

Present: Patricia Gautier, Katie Boss, Liza Dimitri, Nicole Rancourt, Lisa Cesare, Lisa Trafton, Susan Weiss, Michael Malloy, Dan Hargreaves, Heidi McCurdy, Alfreda Fournier, Mamie Anthoine Ney, Director, Haley Warden, Adm. Assistant, Dan Jenkins, LPL.

1. Call to Order/Introductions: The online meeting was called to order at 7:34 a.m.
2. Approval of the August 2020 Board Minutes were passed after a motion by Nicole Rancourt and seconded by Lisa Cesare.
3. LPL Report/Fines Discussion: Dan Jenkins reported that LPL has a new children's librarian who will be starting soon and they are very excited about it. LPL also received a new grant that will partner with Book Outreach so that families can sign up for packs of fun activities and books. He also said that the library is still working on fully opening back up. They have one family at a time in the children's room and people have to sign up for times to visit. Lastly (before the fines discussion), Dan spoke about a Community Archives Project that is working with OMEGA compiling oral histories to keep at the library for years to come.

Fines discussion: Sarah Gillespie, LPL Board President suggested that a few of the APL and LPL board members meet with the Portland Library to see how they handled eliminating fines and losing funds (@\$66,000). Mamie said this possible elimination of fines wouldn't start until July 1st 2021. Lewiston's mayor is fine with eliminating fines but felt the Lewiston City Council may not be because of the loss of revenue. Alfreda was concerned that our City Council might feel the same way. Dan Jenkins mentioned that they may raise the threshold of their book lockout from \$5 to possibly \$8 so people could use take materials out now. LPL does bill for lost materials and people lose their borrowing privileges until things are cleared. APL would possibly lose \$13000 to \$15,000 if fines are eliminated. Currently they also receive \$10,000 from DVD and audiobook rentals. APL board members suggested that if Lewiston eliminates fines, we will have to do so as well. Would Lewiston consider eliminating the fines until the pandemic is over? Ultimately APL and LPL will need to be on the same page regarding fine elimination. The Board agreed with Rev. Gillespie's suggestion that we form a sub committee to hear from PPL, to examine fine elimination more closely, and ensure that our lending procedures are the same going forward. Committee members are Mamie, Alfreda, Nicole, Pat, also Dan, Ann and Marcella from LPL. Pat will email the Lewiston people that we want to join their committee.

4. Approval of the Director's Evaluation: A motion to approve the 4th draft of the director evaluation was made by Alfreda and seconded by Nicole. The motion

passed after a motion that this policy be reviewed every 3-5 years or upon request of the Director or the board member was approved (motion by Alfreda, seconded by Nicole). Susan Weiss explained the process that the committee went through in order to make the evaluation and stated the trustees will oversee along with the governance committee. Nicole also made the suggestion that all of the pronouns in the document be changed to “they/them” so that going forward the pronouns will not have to be changed. Haley will make the necessary changes and send us the final draft of the policy/procedure.

5. Giving Tuesday: Haley suggested that we participate in this global event that happens on social media on December 1st this year. This is the website where more information can be found. <https://www.givingtuesday.org/> After Haley provided the board with information about this special day, there was some discussion about whether we would do it annually, or once this year to help recoup lost revenues from the cancellation of the auction. It was decided that we would only participate this year and then let the new development director recommend our fundraising opportunities in the future. The Board questioned when the new development director will be hired. A motion to participate in Giving Tuesday in December this year was made by Susan, seconded by Alfreda, and approved by the Board.
6. Covid Recovery Team Update: These are the businesses that donated toward the COVID recovery efforts.
 - 3-12 The Malloy Firm - \$500
 - 3-19 LA Metro Magazine - \$100
 - 3-19 John Marchesseault - \$100
 - 7-2 Sam's Italian Food - \$150
 - 7-2 JM Dulac Contracting LLC - \$100
 - 8-6 Brunswick Steel - \$100
 - 8-6 Maine Community Bank Covid Sponsorship - \$1,000
 - PowerPoint - \$100

Nicole spoke about the need for more timely information regarding businesses that have donated. The Auction committee will meet to send out thank you notes for the above donations as well as the donations made for the Auction itself, get the records straightened out, and post the names of sponsors and donors in the Library. Mamie then said that she would take a look at the deposits in order to get a clearer account of the donations. The need for a development director was mentioned again.

7. Election of Board Officers : Motion was made by Alfreda and seconded by Susan, and was then passed to accept the officers as stated from the previous year. Pat Gautier-president, Lisa Cesare - vice president, Liza Dimitri- secretary, Lisa Trafton - treasurer.

8. Director's Report: Alfreda asked Mamie to speak about the numbers in her report. Mamie said that registrations are up for the month so far, and this is due to the promotion of library card month.

Mamie spoke about the process of finding a new development director, and stated that she has asked 3 other libraries to see if they had any leads on a new development director. And then she would open it up to the public. But there was push back from the board and many members encouraged that the position be posted publicly sooner rather than later, as we truly need an employee working on these fundraising projects. Mamie agreed and will post the position on the Maine Association of Non-Profits' website now.

Mamie mentioned that an Economic Development Grant that we applied for fell through. This year the annual letters asking for donations that go out to corporators in December will include letters to local businesses.

The 126 letters that went out to corporators in place of the Annual Meeting in September generated 69 letters being sent back. The 3 motions (annual meeting waiver, Susan Weiss as trustee for another term, and Mamie Ney as Registered agent) were all approved.

Mamie stated that 2 mailings will be combined into 1 this fall, so that people can learn about Giving Tuesday, and well as the regular newsletter that goes out.

Mamie said that there would be 750 printed and that 100 of those would be reserved for businesses. Lisa C. will be sending Mamie a list of the Minot businesses.

A motion was made by Alfreda and seconded by Lisa C to adjourn the meeting, and was passed at 8:46 am.

Our next meeting is November 17, 2020 at 7:30 am via Zoom.

Accepted:

Liza Dimitri, Secretary

Date: _____

ZOOM Chat Notes:

From Nicole Rancourt to Everyone: 07:56 AM

Here's LPL's policy as listed on their website:

<https://lplonline.org/about/official-policy/circulation-fines-fees/#:~:text=Fines%20%26%20Fees,fi ned%20at%20the%20rate%20of%20%24.>

From Alfreda Fournier to Everyone: 07:57 AM

Thanks for Lewiston's policy link, Nicole.

From Nicole Rancourt to Everyone: 08:04 AM

The one suggestion I have is to use they/them pronouns throughout the document (rather than he/she, etc), which are gender inclusive and won't need revision in the future.

From Liza to Everyone: 08:05 AM

Agreed, Nicole.