

Auburn Public Library Board of Trustees

Tuesday, February 16, 2021
7:30 a.m. ZOOM Meeting

Present: Patricia Gautier, Liza Dimitri, Nicole Rancourt, Katie Boss, Lisa Cesare, Lisa Trafton, Doris Bonneau, Susan Weiss, Dan Hargreaves, Heidi McCurdy, Alfreda Fournier, Mike Malloy, Mamie Anthoine Ney, APL Director, Haley Warden, APL Director of Engagement.

1. **Call to Order/Introductions:** The online meeting was called to order at 7:46 a.m. after some technical difficulties.
2. **What have you been reading?** Everyone is reading some great books! Thank you for sharing your authors and titles.
3. **Approval of the January 2021 Board Minutes** was passed after a motion by Alfreda and seconded by Doris.
4. **Director's Report/ Covid-19 Update :** Mamie reported that the library is closed that day due to the ice. She was worried about employees walking up and down on icy steps.
5. **"Fun" Raising Committee Update:** Nicole stated that \$4000 has been promised so far from sponsors with more coming into the library. Thank you so much to Haley for helping with sponsor letters. She has been rewording/formatting lots of documents for sponsors, donations, and other items needed to complete our new fundraising project this spring. We took time to go over the list of businesses Board members will call; we will ask for items for the 100 bags we hope to sell. The items we are looking for should reflect the business and also benefit the buyers of the bags. Board members will call their businesses starting on March 1st after the initial letters should be received.
6. **Governance Committee:** The Director's Evaluation Survey is in its 4th and final draft. We owe a big thank you to Liz Allen for helping with this process. She was very complimentary of our Director's evaluation and survey and wished all the City Departments would use a similar process. She suggested we invite City Manager Phil Crowell to take the survey as an outside observer. It would give the Director some input from a peer and also give the City Manager insight into what the Director actually does. Everyone agreed. People will select which category they represent: Trustee, Staff, Director, or City Manager. Alfreda explained the survey is set up like last year with the Director's goals under the 3 sections that reflect the Library mission, followed by a section for personal responses. Alfreda also mentioned that the goals were tweaked mid-year to incorporate COVID and how that has impacted every aspect of the library. The Governance Committee developed new ratings for each goal to give better insight into the status of each goal. They are as follows: Goal Completed Well, Goal Completed, Goal in Progress, Goal Not Started, Do Not Know/Not Observed. Doris spoke about changes in the timeline that moved the survey to the end of April so the Director would have more time to work on the goals and we would spend less time in our Board meetings on this process. Pat spoke

about the Evaluation Policy and Procedures document changes that reflect the new ratings and updated timeline. The Board passed the revised policy after a motion by Doris and seconded by Lisa.

7. **Staff Time-Off Update** : Haley spoke about the new Employee Personal Leave (EPL) Act now requires that part-time employees accrue a certain amount of paid time off. For every 40 hours that a person works, they will earn 1 hour of paid time off. Full time employees already have paid time off, so this will not affect them. Haley is developing a new tracking system for this. The library currently has 10 full time employees and 11 part time employees. Mike stated that he would be calling the library offline/after the Zoom meeting in order to discuss the legal issues surrounding this.

8. **Authorization to Release Endowment Funds for Replacement Equipment** : Board Generated Funds, distributed by The Maine Community Foundation, will be used to buy a new microfilm reader which is desperately needed. The old one does not print anymore. We also need to get new self check out readers. The reader in the adult section is not working anymore. The reader in the children's room is working, but because it is so old, it cannot be worked on and will need to be replaced as well. Alfreda made a motion to release the funds and it was seconded by Susan. All were in favor of this motion.

9. Pat congratulated Haley for accepting the new position as Director of Engagement for the APL. The entire board was thrilled, excited, and happy to have Haley in this position. We know that she will do an amazing job!

10. The meeting adjourned at 8:45 am.

11. **Next Meeting: March 16, 2021**