

APL Board of Trustees Minutes
Tuesday, October 19, 2021

Present: Mamie Ney, Katie Boss, Lisa Cesare, Alfreda Fournier, Pat Gautier, Michael Malloy, Nicole Rancourt, Dan Hargraves, Heidi McCurdy, Susan Weiss, Haley Warden, and Bethany Lyons. Claire Thompson from Austin Associates attended the first part of the meeting to provide her financial audit report.

1. Call to Order/Introductions

The online meeting was called to order at 7:31 am. Claire Thompson from Austin Associates was introduced.

2. Approval of the August 17, 2021 Minutes

The meeting minutes from the August 17, 2021 meeting were approved with one change. In item #8, the wording should be changed from “strategic plan” to “action plan”. There was a motion by Alfreda and seconded by Dan to approve the minutes with this change. This was unanimously approved.

3. FY20 Financial Report

Claire Thompson from Austin Associates shared her financial audit to the board in draft form for the year ended 6/30/2020. In an overview, she reported that the balance sheet assets are consistent compared to the FY ended 2019. She said there have not been many changes except for some pension-related issues to be discussed later in her report.

The Maine Community Foundation assets have dropped slightly due to the downturn in the market. There were not many changes to liabilities.

Claire went through the report sent to Board members page by page pointing out important points.

Claire asked Mamie to check on whether the deposits into Androscoggin Banks’s Security Commission fund are restricted or not.

Claire said that she learned, through another audit done by Austin Associates, that the APL is a beneficiary of a trust. There has been no value recorded at this time and she will contact Mamie to get more information.

On page 15, she pointed out footnote 9 that talks about endowments. There was no change in the current year. The new reports created by Claire and Susan Geismar have helped with the process and are at a good point with updated records.

On page 19, the Benefit Pension Plan was discussed. Claire gave a lengthy description about this reporting and noted that, as a government requirement, this disclosure might not be required for the library. She will look into this more for next year’s audit.

Claire asked if there were other disclosures that needed to be made. Mamie mentioned the PPP loans that came after the end of the year; the library has applied for forgiveness. There are no other other subsequent events to report.

Claire told the board about her suggestions for improvement:

1. She suggests donor funds be sent to MCF on a more regular basis as there seems to be a delay with Sarah's limited hours.
2. A repeat finding about restricted earnings: donor funds that have earnings must be spent on specific items and the library must document was money was spent.
3. Grants from prior years (back to 2013) have not had spending documented. Mamie said the Media Lab Grant is being used to replace computers so that money will be used soon.
4. Mentioned how the city forgot the June payroll until November. She recommended that we accrue this.
5. She recommended that the APL bookkeeper check with the accounting firm if confused on where entries should be made. If not, this can cause future issues.

Alfreda thanked Claire for her detailed report and suggested revisiting the MePERS pension reporting discussion at a future meeting. Susan made a motion to accept the financial audit report from Austin Associates and Lisa seconded the motion. The motion was unanimously approved.

4. Election of Officers

Susan Weiss read a statement about electing officers. Nominations were put forward as follows: Pat Gautier as President; Lisa Cesare as Vice President; and Liza Dimitri as Secretary. There were no other nominations from the floor. These 3 board officers were unanimously approved. There was discussion on the treasurer position. Michael Malloy pointed out that it is a legal requirement to have a Board treasurer. He offered to serve in that capacity for one year but pointed out he was not an accountant but a business owner with limited time. There was a motion made by Alfreda and seconded by Susan to appoint Michael Malloy as treasurer for a one year term. The vote was unanimous.

5. Governance Committee

Susan talked about the vetting process for new members. The committee will be meeting again on November 9th. Katie Boss has joined both the Board and the Governance committee. Mamie stated that she had contacted some individuals about being on the APL Board but they all declined. The board asked the library staff to please send an outlook reminder of the board meeting dates/times.

6. Meeting Times

The Board had a discussion about the possibility of changing meeting times to evenings or alternating morning and evening times. Board members weighed in on what worked best for them. A motion was made by Lisa and seconded by Heidi to hold meetings on the Fourth Tuesday of the month and alternate these meetings monthly between 7:30 am to 4:30 pm. This was unanimously approved. The November 23rd meeting will be the first meeting held in the afternoon and will be held via Zoom.

7. Lewiston Public Library Meetings

Mamie asked for Board volunteers to attend the next two LPL board meetings. These are held the first Thursday of the month at 5:30. Alfreda volunteered to attend the November 4th meeting and Nicole offered to attend the December 2nd meeting. Mamie will find out if these meetings are in person or by Zoom and report back to Alfreda and Nicole.

8. “Fun” Raising Committee Update

The Committee reported they are shifting meeting times and will be creating goals and a yearly calendar in coordination with Haley.

Haley reported that she sent out the APL customer survey again in hopes of gathering additional responses. All surveys are due by 10/30/21 and she plans to give an overview of the results at the November meeting.

9. Director’s Report

Mamie reported that her Director’s report was to the group. She pointed out that the library received an anonymous \$75,000 grant to spend as we see fit. The staff were asked for suggestions and the main areas of need are: (1) outdoor event space, (2) technology needs, and (3) freshening up the interior of the library.

Meeting adjourned at 9:04 AM with a motion by Alfreda and seconded by Nicole.

Accepted:

Liza Dimitri, Secretary

Date: _____

Next Board meetings:

November 23rd at 4:30 PM via Zoom

No December Board meeting.

January 18, 2022 7:30 AM