



Minutes
Auburn Public Library Board of Trustees
Tuesday, January 23, 2024 4:30 p.m.
In Person – Androscoggin Community Room

Present: Patricia Gautier, Ralph Harder, Michael Malloy, Heidi McCurdy, Nicole Rancourt (via phone), Lisa Cesare, Sharon Bergeron, Liza Dimitri and Rick Whiting

APL staff: Donna Wallace, Bethany Lyons, Haley Warden

Guest: Mariah Pfeiffer, LPL Representative

1. Call to Order/Introductions

The meeting was called to order at 4:33 PM. Introductions were made.

2. Executive Session

Executive Session was entered at 4:34 PM. The session ended at 5:10 PM.

3. What have you been reading?

A full list was posted on the web site.

4. Approval of December 12, 2023 Minutes

The meeting minutes from the December 12, 2023 meeting were approved with no changes by a motion by Lisa Cesare and seconded by Shaaron Bergeron. All were in favor.

5. Trustees Selection

The Board has received an application for a seat on the board by an individual who previously served on the APL Board. The Board currently has eight (8) open positions. This led to a general discussion about what the Board should look like. The Board wants its new members to reflect a cross section of library users. Diversity, Equity, and Inclusion were discussed as well as new Mainers and underrepresented populations that use the library. Donna Wallace will reach out to department heads for recommendations of residents who may be interested in serving on the board and report back. Someone will follow up on the names that were suggested in the fall. There was also discussion about what types of skills the Board would like new members to possess including social media, marketing and finance skills. Donna Wallace and Rick Whiting are both on boards that have done “gap analysis” to determine what characteristics they would need in potential board members. The Board will continue this discussion at the February Board meeting. A motion was made by Lisa Cesare and seconded by Pat Gautier to accept John Cleveland as a new board member. The vote passed by a vote of seven (7) YES and two (2) NO.

6. Interim Director’s Report

A full report was sent to the Board and stands as written. Copies of Department Head reports were also sent to the Board. Donna Wallace gave a brief review of her report. Highlights included a new organizational chart, an update on the library’s cleaning situation, an update on disposal of unusable upholstered chairs, and the Point in Time Survey. She mentioned that the

staff will be participating in a CPR/Bloodborne pathogen training in the next few months and that the library is back on track visiting Minot monthly. Ralph Harder asked for an update on security cameras and was told that APL is in contact with Derek Belanger from the City of Auburn and this could take a few months to complete.

7. Governance Committee Update

Lisa Cesare reported that the committee completed its update on the Collection Development Policy as well as the Customer Concerns about Library Materials Policy. There was a motion by Pat Gautier and seconded by Sharon Bergeron to adopt the revised policies. All were in favor with a unanimous vote. Bethany Lyons will update the APL web site with the new policies.

The committee received significant feedback on the updated Employee Handbook from employment attorney Amy Dietrich. They will be reviewing the necessary changes and bring the handbook to the Board for final approval.

The group will also work to redo all of the job descriptions that had previously been started. Donna Wallace will distribute the general job descriptions from the Maine State Library and, working with staff, will draft a job description for each employee. These drafts will be given to the Governance Committee for review. This will be quite a process but will make all job descriptions at the library consistent in wording and formatting.

8. “Fun”-Raising Committee

Haley Warden gave an update on the upcoming silent auction of the donated Schuler paintings. This event will take place on Saturday, March 16 from 10 AM to 12 PM. It will be a ticketed \$5 event with live music and light refreshments. There will be 15-20 Schuler paintings available for silent bidding.

The committee is also planning two upcoming fundraisers:

- An adult Diamond Art event, possible in February. They are thinking it will be held at Baxter Brewing and will cost \$10 per person.
- A library-themed trivia night at Side x Each in June.

9. Financial Report

Sharon Bergeron reported that the finance committee is working on the budget for next year, and handed out a first draft of the budget for discussion. The bottom line is that the library needs to bring in more revenue (ie. through fundraising) as the library is not gaining revenue as expected. There was some question about how fundraising fits in with the overall budget, and what should be the library’s approach to fundraising/grant writing? Michael Malloy asked Haley Warden to attend the February Board meeting and provide a 10 minute development update as well as give the board a five-year rolling average of memorial donations received by APL. There was a short discussion about where revenue from the book store/book store annex should fall and Sharon Bergeron reported that would fall under “Other Revenue” with the room rental fees.

9. Lewiston Public Library Report

Mariah Pfeiffer, trustee at LPL, attended the meeting and gave an update. The board is looking to increase cooperation between both boards and would like to work together on capital campaign events.

LPL is currently working with a consultant who is doing an analysis of the donor pool in the area. The consultant will be reporting out at their February meeting and she invited any APL board members to attend to hear the analysis. Heidi McCurdy said she could attend the February meeting, and Lisa Cesare will attend in March. Meetings are held the first Thursday of the month at 5:30 PM.

Mariah also talked about security and how LPL has funded a security position in the library from November through March. This is proving to be wildly successful with patrons and staff feeling supported.

10. Other Business

No other business was conducted.

There was a motion by Lisa Cesare and seconded by Ralph Harder to adjourn the meeting at 6:38 PM. All were in favor.

Signed:

Bethany Lyons, APL Administrative Assistant

Date: _____

Upcoming Board meetings:

February 27 at 4:30 in-person (Androscoggin Community Room)

March 26 at 4:30 in-person (Androscoggin Community Room)

April 23 at 4:30 in-person (Androscoggin Community Room)