

Auburn Public Library Board of Trustees

June 11, 2020 Meeting 6pm

Attending for BOT: Mary DeCoursey, Suzette Dowd (Vice Chair), Nan Johnson, Paula Melican, Jen Shea (Clerk), and Matt Toth (Chair)

Attending for Library: Jean Collins

Meeting called to order at 6:03pm. Meeting was recorded by Auburn Cable TV.

Message

Board of Trustees Organization

Motion was made to nominate M. Toth as Chair by M. DeCoursey and seconded by N. Johnson. Motion was unanimously approved.

Motion was made to nominate S. Dowd as Vice Chair by M. DeCoursey and seconded by P. Melican. Motion was unanimously approved.

Motion was made to nominate J. Shea as Clerk by M. DeCoursey and seconded by S. Dowd. Motion was unanimously approved.

Motion was made to nominate P. Melican as Treasurer by J. Shea and seconded by M. DeCoursey. Motion was unanimously approved.

Minutes

Minutes from May were reviewed. Motion for approval of May minutes pending inclusion of roles/responsibilities provided by Town Counsel was made by M. DeCoursey and second by J. Shea. Minutes unanimously approved.

A motion was made by M. DeCoursey to accept the notes from June 3, 2020 meeting and included as part of June 11th meeting minutes and seconded by P. Melican. Motion was unanimously approved.

Strategic Plan

Chair submitted Strategic Plan to Robert Favini at MBLC and he replied that we are in good shape, all elements have been met and formal letter will follow.

Sage Consulting has requested a post mortem of the strategic planning process; post mortem will be shared with Town Manager, Library Director/Staff and Board of Trustees. J. Shea made a motion to approve Sage's request and it was seconded by M. DeCoursey. Motion was unanimously approved.

Tactics and action plan letter related to strategic plan was discussed. Motion was made by J. Shea that complete tactics listing as well as new BOT specific listing are made available to Town Manager. Unless changes are

proposed, both lists will be provided to Town Manager. M. DeCoursey supported motion and J. Shea seconded it; motion was unanimously approved.

Motion was made by J. Shea that the Strategic Plan, including appendix A-F, be posted on the Auburn Public Library website and copies be available on hand at the circulation for open public access. J. Shea rescinded motion. Library Director expressed disapproval of plan, including appendixes, on website. Tabled until July meeting.

Bill Schedule & Director's Report

Reviewed bill schedule and Director's Report provided via email. COVID-19 reopening plans addressed. State Aid Funds request from May was not discussed.

Youth Survey

Postponed until the fall at earliest due to COVID-19.

Trustee Questions/New Business

Friends Group update regarding 501c3. In order to be reinstated, will remain as Friends of the Auburn Public Library, Incorporated. Officers sub-committee will meet on June 17 at 6pm. Bylaws sub-committee will meet on June 17th at 6pm.

Recognition for Maryellen Brunelle and her support of Auburn and the library by BOT. Plan to be presented at July meeting.

Diversity and inclusion policy to reinforce and drive community of respect, inclusion and diversity proposed. Plan to be presented at July meeting.

Next Meetings

June 17, 2020 at 6pm – Officers for Friends Group

June 17, 2020 at 6pm – Bylaws for Friends Group

July 8, 2020 at 6pm – July BOT Meeting

Meeting adjourned at 6:44pm on motion by S. Dowd and seconded by M. DeCoursey

Respectfully submitted by Jennifer Lee Shea

Approved 7-8-2020, Motion by S. Dowd, second M. DeCoursey, unanimous vote

Auburn Public Library Board of Trustees

NOTES

See Minutes 6-11-20 Meeting

June 3, 2020 Meeting 6pm

Attending for BOT: Mary DeCoursey, Suzette Dowd (Vice Chair), Nan Johnson, Paula Melican, Jen Shea (Clerk), and Matt Toth (Chair)

Attending for Library: n/a

Meeting called to order at 6:14pm.

Minutes

Minutes from May were reviewed. Motion for approval of May minutes pending inclusion of roles/responsibilities provided by Town Counsel was made by M. DeCoursey and second by P. Melican. Minutes unanimously approved.

Bill Schedule & Director's Report

Reviewed bill schedule and Director's Report provided via email. State Aid Funds request from May was not discussed

Strategic Plan

Chair submitted Strategic Plan to Robert Favini at MBLC and he replied that we are in good shape, all elements have been met and should have no issue with approval.

Sage Consulting has requested a post mortem of the strategic planning process; post mortem will be shared with Town Manager, Library Director/Staff and Board of Trustees. M. DeCoursey made a motion to approve Sage's request and it was seconded by J. Shea. Motion was unanimously approved.

Tactics and action plan letter related to strategic plan was discussed. Motion was made by J. Shea that complete tactics listing as well as new BOT specific listing are made available to Town Manager. Unless changes are proposed, both lists will be provided to Town Manager. M. DeCoursey supported motion and P. Melican seconded it; motion was unanimously approved.

Motion was made by J. Shea that the Strategic Plan, including appendix A-F, be posted on the Auburn Public Library website and copies be available on hand at the circulation for open public access. M. DeCoursey seconded motion. Motion was unanimously approved.

Board of Trustees Organization

Motion was made to nominate M. Toth as Chair by J. Shea and seconded by M. DeCoursey. Motion was unanimously approved.

Motion was made to nominate S. Dowd as Vice Chair by M. Toth and seconded by M. DeCoursey. Motion was unanimously approved.

Motion was made to nominate J. Shea as Clerk by S. Dowd and seconded by M. DeCoursey. Motion was unanimously approved.

Motion was made to nominate P. Melican as Treasurer by M. Toth and seconded by M. DeCoursey. Motion was unanimously approved.

Youth Survey

Postponed until the fall at earliest due to COVID-19.

Trustee Questions/New Business

Friends Group update regarding 501c3. Bylaws discussion set for June 9, 2020 at 6pm.

Recognition for Maryellen Brunelle and her support of Auburn and the library by BOT. Plan to be presented at upcoming meeting.

Diversity and inclusion policy to reinforce and drive community of respect, inclusion and diversity proposed. Plan to be presented at upcoming meeting.

Next Meetings

June 9, 2020 at 6pm

June 11, 2020 at 6pm

July 8, 2020 at TBD

Meeting adjourned at 7.18pm on motion by S. Dowd and seconded by M. DeCoursey

Notes respectfully submitted by Jennifer Lee Shea