

**Lewiston Public Library  
Board of Library Trustees  
Meeting Minutes**

**Date:** September 9, 2010

**Time:** 5:30 p.m.

**Members present:** Judy Head, Chair; Judy Gervais, Sarah Potter, Arthur Turley, Anne Kemper

**Others present:** Rick Speer, Director Lewiston Public Library; Hugh Judge, Investment Advisor, R. M. Davis, Inc.

**Approval of Minutes of May 13, 2010 meeting:** Motion: Gervais; Second: Potter. Approved unanimously.

Hugh Judge from R. M. Davis, Inc. presented his semi-annual report on the Library Endowment Fund investments and answered questions posed by the Board members.

During Judge's presentation the Board got into a discussion regarding the Endowment Spending Policy. Judge's printed report showed the impact on the Endowment Fund total of various investment return and spending scenarios. Speer presented a survey that was conducted in August on the Endowment spending policies of various public libraries in Maine. 12 libraries responded to Speer's request on the MELIBS (Maine Libraries) electronic discussion list. The spending policies ranged from 4 to 6.5% with a median amount of 5%. It was moved by Gervais and seconded by Potter to increase the spending limit to 4%. The motion was unanimously approved. The Board made clear that the limit of all spending annually should be no more than 4%, including the amounts paid to R. M. Davis for their investment advisory and management services.

Chairperson Head announced that Paul Caron and Fadumo Abdirahman have both resigned from the Board of Library Trustees. Anne Kemper was appointed to the Board in June to fill the unexpired term of Mike Miller.

Due to Caron's resignation, the Board is now without a Secretary. There were no volunteers to fill the vacant position. It was suggested that Board members could take turns recording the minutes of the meeting. Potter agreed to do the minutes at the October meeting.

Speer presented the Director's Report. The Maine State Library was successful in receiving a federal Broadband Technology Opportunity Program grant to improve technology in Maine libraries. LPL will be receiving funds from that grant for videoconferencing capabilities. Two part-time cultural liaison technicians were hired this summer for the New Mainers Outreach Project which was funded by the Stephen & Tabitha King Foundation: Bucharo Yassin and Sheikh Mohamed. It was moved by Turley and seconded by Potter to accept the director's report. Motion carried unanimously.

Speer presented the FY2010 Library Endowment Fund report with figures provided by City Finance Director Heather Hunter. \$3,475 was received last year in new donations. The 6/30/2010 Fund balance was \$1,099,173.75 .

Speer presented a proposed FY2011 Endowment Fund budget totaling \$41,000. Since the new 4% spending limit would allow for \$44,504 in expenditures and since more funds would be needed in the Capital outlay line to fund the second year of the Gates Foundation computer grant, it was agreed to put an additional \$3,504 into the Capital line, raising the budget total to \$44,504. Furthermore, it was again decided that the Director should be able to adjust individual budget lines by up to 10%. It was moved by Kemper and seconded by Gervais to approve the budget as adjusted. Motion carried unanimously.

Speer presented a report on the impact of the city budget cuts. New book ordering is being trimmed and new book requests from the public are being scrutinized more carefully before purchases are made. We have received some complaints from the public regarding the reduced hours, but they have been minimal. The major impact has been on the staff. With the reduction in the number of part-time hours, staff (especially in the circulation department) are finding it very difficult to keep up with basic daily duties, e.g., calling patrons to inform them that requested items have arrived; re-shelving in the New Books section; getting newspapers and magazines out for public use; preparing overdue notices, bills, and court summons; and keeping up with patron and periodicals database entry. Several suggestions were proposed by the Board including using more volunteers, closing for one half day each week, and moving back the opening time on Fridays and Saturdays until 10 am. The following motion was made by Potter and seconded by Kemper: "Whereas the recent staff part-time budget cutbacks are making it difficult to get basic customer service tasks done, the Board reluctantly recommends that the Library hours be cut an additional two hours weekly with Friday and Saturday openings delayed until 10:00 am." Motion carried unanimously.

Speer informed the Board that USM-LAC had made a request to the Library for the use of office space "for such activities as college and career advising, help enrolling people in LAC college courses (and providing information about college enrollment in the area generally), referral to other organizations in the community whose focus is on college-readiness, and the like." While the Board expressed the importance of USM-LAC as a community partner, a few concerns were raised regarding the precedent that would be set by offering free space and about policy implications regarding possible forthcoming requests from other community agencies. The Board suggested that before space in LPL is granted to community groups, a policy for granting space should be established using a process similar to that followed for Callahan Hall. Speer was advised to pass along these concerns to LAC.

Turley questioned Chairperson Head and Speer regarding the fact that we were no longer sending LPL Board representatives to APL Board meetings. Speer was asked to find out when the next APL Board meeting will be so that an attempt could be made to send a representative.

**Meeting adjourned at 7:35 p.m.:** Motion: Gervais, Second: Turley. Approved unanimously.

Respectfully submitted,

Richard A. Speer, Secretary pro-tem