

**Auburn Public Library & Lewiston Public Library**  
Board of Trustees Joint Meeting  
January 19, 2011

**Attendees:**

APL Board Members: Dick Trafton, Liz Henry, Marcia Huffman, Jane Brodsky, Ellie Cummings, Pat Gautier, Jeff Soifer

LPL Board Members: Art Turley, Rick Speer, Ted Walworth, Judy Head, Jennifer Gendron

**Other Attendees:** Lynn Lockwood, Rick Speer, Robin Coleman, Jim Wilkins

**1. Greetings & Introductions**

**2. Tour and presentation on APL Teen Program** – Ms. Sally Holt, APL Teen Librarian, presented an overview of teen services at APL and a tour of the new Teen Space funded by Proctor & Gamble.

**3. Aligning Circulation Policies** – As there are some differences between the two libraries' current policies, Mr. Speer inquired about the value in trying to align our library policies. The biggest difference currently is our fees and fines structure.

Ms. Lockwood shared information on APL's new relationship with Unique Management (collection agency). Once customer accounts reach an overdue amount of \$45, they can be submitted to the collection agency. During the 90 day free trial, APL regained a large number of overdue materials, but most individuals were under the assumption that they didn't have to pay the fines which created some issues since there is a fee for account activation. Mr. Wilkins applied for a grant to the Bank of America for the module which allows for an interface with the company and guarantees budget neutrality. Mr. Trafton noted that it is the fiduciary responsibility of the trustees to preserve and promote the collection of materials of the library.

Mr. Turley observed that LPL can currently issue a summons through the Lewiston Police Department. Mr. Speer noted that this is currently used 5 to 10 times per week to retrieve long overdue materials.

When asked if APL's goal was to generate additional income, Mr. Trafton noted that APL's first priority is to preserve materials, and second is to collect the fines. Even if it remains budget neutral, this is well worth the investment.

Mr. Turley said that he felt the absence of an aggressive fine policy seems, in part, to create the LPL culture and atmosphere.

He observed that it seems that each library has in place the fines and fees schedule that best suits its needs. However, this issue will stay on the radar for further discussion.

Mr. Turley, who is a member of the Maine Library Commission, noted that from a state perspective, they are looking to align circulation policies and procedures, moving toward the possibility of creating one state-wide library card.

**4. Possible coordination of hours** – Neither library knows what is going to happen with the coming year's budget, but there may be a benefit in coordinating hours to guarantee that customers have access to a library. This could also lead to the possibility of introducing Sunday afternoon hours. Mr. Trafton mentioned the possibility of requesting funding from

organizations to “sponsor” a Sunday, etc. Perhaps community organizations could be approached jointly to see what funds might be available.

Mr. Speer noted that the trustees may also need to consider the possible impact that coordinating hours might have on certain individuals that may tend to only use one of the two libraries. Would they go to the other library if it were open? Would there be some confusion for alternating Sundays or coordinating hours?

Mr. Trafton proposed a joint working committee to address this issue for the two libraries. Mr. Turley agreed that this would be beneficial. Both boards will take this to their next meeting to allow board members to volunteer.

This committee would address both aligning hours as well as the Sunday questions. Aligning hours would not necessarily need to be addressed until more information is known regarding the upcoming fiscal year’s budget.

5. **Electronic Resources** – Mr. Speer asked to put this on the agenda. The agreement was made over the last couple of years that any time any data base or electronic resource was purchased, it would be discussed with the other library and he wanted to confirm that this is in fact the case. Ms. Lockwood noted that since Ms. Sullivan has been promoted at APL, there are direct counterparts within both libraries to work together on this going forward.

6. **Other –**

- Mr. Walworth brought up the possibility of a jointly funded programming position (mentioned in last month’s APL meeting). Mr. Trafton noted that at this time, APL has no extra staffing funds to put toward this position. Mr. Turley mentioned that perhaps this might possibly be funded by a grant.

Ms. Lockwood noted that she believes there is a value in having those who work at the desks with the public also be the ones responsible for the library programming.

Ms. Gendron brought up the possibility of aligning with L/A arts for planning cultural events. Mr. Soifer mentioned that they are set to get a new director in the near future, so perhaps this is something that both libraries can work toward. Ms. Lockwood agreed this would be a great idea to pursue as collaborative programming is always the best for libraries and the community.

- Mr. Turley shared that perhaps each library makes a list of ideas and prioritize them in the case that there is available funding in the future.
- Next Board Meetings:  
LPL –February 10<sup>th</sup>, 5:30 PM  
APL – February 16<sup>th</sup>, 7:30 AM
- Mr. Trafton asked Mr. Turley to keep both libraries and boards informed of what is happening at the state level. (Mr. Trafton will send him all board member email addresses.)

**Meeting adjourned 8:50 AM.**