Lewiston Public Library Board of Trustees
Minutes: January 11, 2018

Members present: Darby Ray, Ted Walworth, Jennifer Gendron Carleton, John Painter, Noel Madore, Elizabeth Clifford, Sarah Yasin, Shane Bouchard

Others present: Marcela Peres, Ruby Jones

- Meeting called to order by Darby Ray at 5:30 PM
- Mayor greeted and outgoing board members celebrated with sweets and kind words
- Minutes from December 7, 2017 unanimously approved

**Adult & Teen Services Librarian’s Report:**
- New Hires, Wendy West & Renan Ferreira, offer promising skill sets by way of STEM and graphic design backgrounds.
- A yearlong subscription to Adobe’s Creative Cloud has been purchased
- Booktalk podcast in the works
- Programming: Lunch at the Library, Framed Flowers, Card Making, Oil & Vinegar tastings, upcoming Knitting Nights
- 3D printers require maintenance, will have an update to report in February
- Goals: open Maker-Space for public use during limited hours, obtain software maintenance from MIS for public computers
- Some PCs running on Windows XP which is no longer supported by Microsoft
- Computer lab now staffed by a volunteer from Kaplan
- Community Hub: partnership with Community Concepts to connect people in need with local outfits that offer help. Building monitors can direct patrons to the hub
- Problems:
  - Off-desk time is tight (program planning, collection development, website maintenance). Currently 30 out of 37.5 hours go to desk time.
  - Orientation of service desk on 2nd floor is difficult to locate. Signage and a standing workstation for a part-timer would address this.
  - Chair shortage on 2nd floor – there are 45 chairs for 64 corrals.

**Library Director’s Report:**
- Gingerbread Day very successful with 275 attendees
- Great Falls Forum seeking a business sponsor to cover the full season
- Let’s Talk About It begins 1/24
- United Way site visit 1/24, hoping for continued funding for Homework Help
- New ILL Assistant Jared Doyle brought on
- Continuing Education: spotlight on different departments at monthly staff meetings, management webinars for dept. heads, self-evaluations for all levels
- Upcoming programs: Homework Help for teens, Jan. 22, Great Falls Forum, Jan 25
- Budget need: new windows for Pillsbury Building, update in Feb. after Finance Dept. reviews proposed budget
• Incoming/Outgoing Trustees: Jennifer & Noel completed their service on this day. Ted has agreed to serve another term. Three new board members will join next month: Sarah Gillespie, Julia Gordon, Safiya Khalid

• Old Business:
  o Revised Holiday Closings unanimously approved
  o Maine InfoNet open to working with libraries going forward for digital platform decisions. We are at the end of year 1 in a 3-year contract with CloudLibrary, which InfoNet acknowledges has problems reflected in a state-wide decline in use.

• Other Business:

Meeting adjourned at 7PM

Next meeting February 1, 2018