

# 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 2<sup>nd</sup> floor is difficult to locate. Signage and a standing workstation for a part-timer would address this.
    - Chair shortage on 2<sup>nd</sup> 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:**
  - Revised Holiday Closings unanimously approved
  - 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