

Lewiston Public Library Board of Trustees

Minutes: February 1, 2018

Members present: Darby Ray, Elizabeth Clifford, Sarah Yasin, Sarah Gillespie, Julia Gordon, Shane Bouchard

Others present: Marcela Peres, Alfreda Fournier

- Meeting called to order by Darby Ray at 5:35 PM
- Minutes from January 11, 2017 unanimously approved
- **Library Director's Report:**
 - LPL budget scheduled for City Council workshop on April 10 at 6 PM. Members of the board encouraged to attend.
 - Small elevator controller upgrades scheduled for April, large elevator requires more expensive work, RFP planned.
 - Franco Center partnering w/ LPL to host a French Club (cost-free to library)
 - Museum LA rec'd a grant from NEH for 6-part film series on immigration, as a partner LPL may host one screening
 - Amy Bass author reading scheduled for March 12
 - Staff update: Bernadette Boisvert, Library Technician, retiring April 5, replacement position posted. Michelle L'Heureux, UMA student, will intern 120 hours across three depts.
 - Upcoming programs: Knitting Knights in Jan. was well attended, two more planned for Feb. Great Falls Forum w/ Lisa DeSisto Feb 15 on future of newspapers. Friends to offer library tour Feb. 15 followed by business meeting w/ project proposals from staff. Feb 21 texture play w/ mermaid slime (expected to be a hit w/ children).
- Director's Report unanimously approved
- **Year-End Library Statistics:**
 - Marcela clarified places where the report is incomplete w/o essential data on patron interactions. She plans to implement metrics for unreported time spent fielding reference questions via in-person, phone, email, and facebook, and later analyze topics for future allocation of resources. The door count is inaccurate b/c events in Callahan bypass the sensors.
 - Upswing in children's program attendance despite 42 fewer programs offered.
 - 27% increase in fee-based meeting room use by community organizations.
- **Budget Requests FY19**
 - Nonresident fee lower, not projected to have as many requests
 - Printing services budget always runs out (library cards/registration forms). Suggestion offered to take work to voc-tech printshop or cmcc for lower prices.
 - Increase in collection budget sought to restore numbers, not increase them
 - Chairs are badly needed
 - State minimum wage and cost of living increases reflected in temp wage increase (temp means part-time)

- Household supplies go over-budget annually, asking for more to address flu exposure among other regular cleaning needs
- Increase in processing materials depends on acquisition budget's approval
- Drop in utilities based on city's assessment
- Pillsbury Block building needs 42 replacement windows. This is the biggest ask of all requests b/c of energy costs (losing A/C in summer, losing heat in winter). Per Shane, CDBG might help.
- Sidewalk cleaning needs to be outsourced b/c Public Works is understaffed.
- Not included in report is request for new skilled staffer for the Collection Services Department. This would allow for some restructuring to restore a full-time skilled position to the Children's Department, which has been leaning more on part-timers.
- **APL guest report:**
 - Held annual meeting today, voted on revised by-laws.
 - Their auxiliary group now meets more regularly
 - Upcoming auction: seeking donors. Auction to begin May 30 and end June 8.
 - Library Café has two prospective tenants
 - Next APL board meeting Feb 21, Anne Kemper scheduled to visit.
- **Other Business:**
 - Power-user program at Brooklyn PL could serve as model for LPL to increase circulation numbers. Program offer accolades to patrons who use the library 1,000 times. Lewiston Variety would like to donate swag.
 - We need volunteers to attend the Auburn Board meetings on April 18 and May 16.

Meeting adjourned at 7:15 PM

Next meeting March 1, 2018