

# Lewiston Public Library Board of Trustees

## Minutes: April 5, 2018

**Members present:** Elizabeth Clifford, Ted Walworth, Sarah Yasin, John Painter, Sarah Gillespie, Julia Gordon

**Others present:** Karen Jones of Collection Svcs, Marcela Peres, Nicole Rancourt from APL

- Meeting called to order by Sarah Yasin at 5:33 PM
- **Collection Services Report**
  - New additions of materials comprise 12% of the collection
  - Weeding is an ongoing priority
  - Updating the Collection Development policy has been a priority
  - Last year fiction was interfiled with genre fiction
  - FY18 objective: a new full-time technician position
  - Slowly restoring materials cut from four years ago, but have not been able to restore the position that was cut
  - We are the largest member of the Minerva consortium, yet we lack staffing to keep up with demands for maintaining physical materials and records management
  - Leftover records from Overdrive still appear in catalog, ongoing cleanup as time allows
  - CloudLibrary records not part of statewide package, single titles added manually as they come up
- **Collection Development Policy revisions**
  - Updated mission statement
  - Reviews, awards added to selection criteria
  - Reference no longer collected per “current in timeliness” criterion due to value of print books not available in databases
  - Addition of Maine reference collection
  - Addition of eBooks and eAudioBooks
  - Streaming policy in place for future funds
  - Core collection to follow definitions laid out by Ebsco
- New Collection Development Policy approved at 6:27 PM
- Minutes from March 1, 2018 unanimously approved at 6:28 PM
- **Library Director’s Report:**
  - All board members are urged to attend city council workshop on April 10 at 6PM. Proposed city budget available to view on city website.
  - Small elevator out of service while upgrades take place
  - Other repairs include: a window in the Children’s Dept., re-painting Callahan Hall, IT server upgrade. We cannot add new computers because of our server’s capacity.
  - Over the next year, software to be upgraded across all PCs
  - Planning summer reading program
  - Acquisition of 2-yr “public performance” license to screen movies in the building
  - Upcoming events: Interurban presentation, GFF by Kafari, recurring literacy programs

- **APL guest report:**
  - Audit completed last month
  - Moving forward with silent auction
  - Tenant found for café, lost funding for programming to be restored
- **Library Safety Discussion:**
  - Emergency procedures review covers all manner of situations (e.g. gas leaks, active shooters)
  - Binders with procedures located at all desks which cover lockdown procedures
  - Portable panic buttons located at all desks, but phoning 911 encouraged since response time is faster
  - Fire extinguisher training
  - Immobility procedures
- **Other Business:**
  - Ted brought in the Sunday NYX with a children's section, urged library to separate it and shelve it in the Children's area since adults are not allowed to read it (per the NYX).
  - Sarah will not be at the meeting next month and requests a volunteer to take over secretarial duty on May 3.

Meeting adjourned at 7:08 PM

Next meeting May 3, 2018