

Lewiston Public Library Board of Trustees

Minutes: March 5, 2020

Members present: Mark Cayer, Darby Ray, Anne Kemper, Sarah Gillespie, Dan Jenkins, Barbara McManus

Also present: Marcela Peres

Meeting called to order at 5:35 pm

Introductions plus brief response to the question, "What do you do to reduce stress?"

Report from Steve Bouchard, Adult Services Librarian

- Steve has been at LPL for about 6 months. Came to us from the library in Greene—a very small library. Before that, he led the Adult and Teen Services department at Auburn Public Library for 12 years. Has a lot of experience in project management and organizational change.
- Steve's team handles public computing services; adult programming; teen services, collections, and programs; and library study and meeting rooms.
- There are 3 F/T staff members (Library Technicians) in LPL Adult Services, all of whom are fairly new to LPL.
- Excited that the IDEA Lab—a Maker Space—will soon be available to adults a couple times per week. Are also building up the teen program and attendance.
- Where the department may be heading:
 - Moving forward with a technology plan, including recent computer updates.
 - The Community HUB has been a great resource, but due to funding and staff changes (Community Concepts), it is temporarily closed.
 - IDEA Lab regular hours — about to start as stated above.
- Ongoing departmental challenges:
 - Staffing has been an ongoing issue. Now fully staffed, but need to have two people at the desk at all times because of client demand. This means that librarians have very little "off desk" time to get office work completed (programming, planning, collections work, etc.). Often, that kind of off-desk work is where staff energies lie, so when it is at a minimum, it takes a toll on morale and mental health (stress).
 - It also means we fall behind on things like weeding the collection, which leaves visual clutter and reduces patron use of the collection. It can also be difficult to dig one's way out of a big backlog.
 - The 2nd floor has a very large footprint, and the use of space is not always the best in terms of logic, workflow, and staffing. Would like to create a second service point in the Community HUB area to provide some triage services. Need to find more regular and dependable volunteers for areas like a new information desk and the computer lab.

Minutes of the February 6 board meeting approved unanimously. (Moved by Dan and seconded by Darby)

Library Director's Report

- One addition to the written report: Mamie Ney from APL and Marcela will work together on a Letter to the Editor to encourage readers to donate to the Library Fund via the Maine State Income Tax webpage.
- Budget: So far, our capital requests have been moved out of the regular budget requests, which is a positive thing. The library budget will be considered by the City Council on Thursday, April 9 at 6:00 pm. Board members are asked to attend to show support.
- Problem-solving discussion of the Community HUB.
- Lots of programs on the horizon, including an Active Parenting class, an ART ATTACK! program for adults, and outstanding graphic novelist Travis Dandro.
- Response to query about how the library is responding to the Coronavirus: The City is taking the lead in terms of protocols and preparation, and the library is also doing due diligence.
- The annual Friends of the Library book sale will be on Saturday, April 4, 10:00-3:00. Spread the word, and y'all come!
 - \$5.00 per bag of books!
- The new Lisbon Street smoking ban has been pushing smokers over to Pine Street, so smokers are collecting at our entrance and loading dock areas.
- There is a library book drop slot in the Pine Street alley. Who knew?!!!

Director's Report unanimously approved as submitted.

APL Report - No one present.

Old Business - Will return at some point to Darby's idea of having each board member choose a library program to really get to know and champion

Other Business - Board member question: Would we ever want to "save" some of each year's library endowment earnings to support eventual capital expenditures as needed? Interesting discussion ensues!

Meeting adjourned at 7:10 pm.