

**Lewiston Public Library
Board of Library Trustees
May 7, 2020 Meeting Minutes
Meeting Conducted Via Zoom**

Present: Sarah Gillespie, Ted Walworth, Barbara Benjamin-McManus, Anne Kemper, Dan Jenkins, Mariah Pfeiffer, Mayor Mark Cayer, Elizabeth Clifford, and Darby Ray

Minutes of 4/2/20 meeting approved, with edits to include several board members as being present who were, actually, present, and to include that we met via Zoom.

Library Director's report

- Permanent staff still working from home, guidance on returning to building for City Hall and Library staff expected soon.
- New materials deliveries will resume when staff are back in building.
- No curbside or home delivery until June 1st or later per Maine State Library recommendations.
- Library staff still answering phone calls and emails, continuing a variety of virtual programming and sending a weekly email newsletter.
- National Poetry Month videos posted online had 10,125 views (so far).
- LPL participated in the first virtual Art Walk by introducing the Youth Poet Laureate.
- Maine State Library will be disbursing federal funds in the form of summer reading app and Zoom pro accounts for all libraries statewide.

Friends of LPL report—Anne Kemper, Friends President

- A budget-challenged year due to COVID-induced cancellation of the annual book sale.
- All are encouraged to use Amazon Smile and to designate the library as the recipient. This is a modest but important source of revenue for the library.
- All are encouraged to join the Friends. Payment can be mailed or [paid via PayPal](#).

City Budget update

- Some flat funding, several minor increases to materials accounts.
- Capital projects approved for FY21: Callahan AV upgrade, roof repair, security book checks, alley door repair, and sound proofing of 2nd floor staff office
- Some projects had to be postponed: update to HVAC controls, replacement of some public computers (MIS budget), sound proofing of Children's programming room, additional Teen Room shelving

Reopening Plan update

- City Council approved the library to apply for a highly competitive NEH grant that would support innovative remote programming for local kids, for example. The programming could include digital but also low-tech and no-tech approaches, such as activity kits, story walks in local parks, the use of "little libraries," collaborations with the schools, and so forth.

- Short turnaround time to write the grant
- The grant can fund personnel, which is unusual and could provide some budget relief for the City.
- Even we if don't get the grant, some of the grant-motivated ideas will still be put to use.
- The library is a complex and sprawling institution, so re-opening must be undertaken with great care. Will monitor federal and statewide guidance closely and stay in close consultation with the Maine State Library, which is doing its own planning for libraries, and with peer libraries across the state.
 - Discussion of masks — whether the library would want to, or could, offer them to patrons. Pressing patrons about wearing or not wearing masks could be unwise — might put staff in peril. Perhaps a city-wide PR campaign to encourage COVID safety practices like wearing a mask?
 - Discussion of restroom use and cleaning
- Overview of LPL Phased Reopening Plan, which is an evolving document.
 - Scenario 1: Curbside delivery and limited access to the building by appointment (e.g., appointments for computer use; perhaps for family to use the children's area)
 - Scenario 2: Re-open while limiting the number of people allowed in the building and creating a queue system outside the building.
 - Scenario 3: Full-body re-opening, with the option to scale back to an earlier scenario as needed.
- There is currently no guidance about COVID-19 and inanimate objects (like books!), although the Maine State Library recommends a quarantine for all materials that come back to the library. This will mean gloves and masks for staff handling returned items. Studies at the federal level are underway to discover whether books can be carriers of COVID-19; won't know anything for 2-3 weeks at the earliest.
 - Callahan will be a place where quarantined materials can be stored, since large-group gatherings probably won't be possible for a while.
- Discussion
 - What about contact tracing and the library's possible responsibility to track patrons? (Ted)
 - Might it be prudent to do capital projects sooner rather than later, as the library is closed, for example? (Mariah)
 - The library was the first city building to close, and it may be the last to re-open. (Mayor Cayer)
 - Shall we meet at all during the summer?
 - How about a short update in July? July 9th @ 5:30 pm

Director's report unanimously approved, save for Ted who stepped off the call for a moment and missed the vote.

APL Board meeting report - no report

Dan moved to have a board meeting on July 9, 5:30 pm. Unanimously approved.

Anne moved to adjourn. Barbara seconded. Unanimously approved.

Next Board Meeting: July 9, 2020