

**Lewiston Public Library**  
Board of Library Trustees  
October 1, 2020 Meeting - Zoom

In attendance: Elizabeth Clifford, Dan Jenkins, Sarah Gillespie, Darby Ray, Anne Kemper, Barbara Benjamin, Mayor Mark Cayer

Also in attendance: Marcela Peres and Katherine Webber (LPL), as well as Pat Gautier (APL)

Meeting called to order by Sarah at 5:31 pm.

Checking in exercise: What are you looking forward to in October?

Lending Services Department Report—Katherine Webber, Lending Services Librarian

- Have been working for two years on a patron account clean-up and merging project, which involved purging accounts to align with the Minerva standards for record-keeping. As of today, completed Phase 1. Yay!
- Recently started a new long-range project, which is Sustainable Shelves-- a program in partnership with Baker & Taylor that codes books for re-sale (with proceeds coming back to the library) or responsible recycling.
- The LPL to Go Program has been a great success! Have completed about 1,500 appointments since June, with a daily average of 19. Since March, we've added 120 new library accounts and have seen a lot of account usage, with big increases in cloud library use.
- Have been thinking a lot about how to open the library for browsing. Always welcome feedback and suggestions!

The minutes of the 9/3/20 meeting were unanimously approved, after a motion from Mark and a second from Anne.

Library Director's report

- Have made an offer to a new Children's Librarian, Sarah Turner. She'll be moving with her family from Florida, where she oversees youth programming for five libraries. She also has a background in museum education and has extensive community partnership experience.
- NEH grant update:
  - Are offering themed subscription boxes that include age-relevant

- activity kits.
  - Are also planning for three Story Walk sites, including a low-cost pilot in Kennedy Park. Partnering with Public Works.
  - Are partnering with the high school to connect some humanities presenters to high school students via Zoom.
  - The Book Reach program -- volunteer readers in local daycare centers -- is being piloted for virtual delivery using grant-purchased Chromebooks. This version of the program can be continued after the life of the grant because we'll be keeping the Chromebooks.
- Community Archive Project
  - Goal is to collect local stories/reflections of this time (pandemic, social change/justice movements, etc.) and host them in the LPL Digital Archives.
  - Partnering with Community Concepts and a Bates class to feature oral histories they are collecting.
  - Hoping to partner with LA Arts in collecting creative works--poetry, music, visual art, etc.--that reflect on / respond to our current moment.
- Re-opening update: Lots of uncertainty, still, about virus surface transmission, and not much guidance from higher-up library bodies. The biggest risk is not the materials (books!) but the congregating of people in a shared space. So, time limits and room capacity limits have to be identified and enforced, which has staffing implications. Also air circulation issues. As the weather turns cold, it will be painful to turn people away from the library (warm, safe shelter). Are consulting with other libraries about how they're handling these and other issues.
- Programming update:
  - Slowed down programming. Did hold first great falls forum over zoom in Sept. Minor tech issues. Next forum is October 15th. Suggestion: register anyway, because then you will get a direct link to the forum after the fact.
- Reopening questions
  - Barbara mentioned that Children are able to transmit. Big concern on children's departments, but now they are less concerned about physical objects as transmitters, rather people to people contact.
  - Anne is asking about air filters. The system is from outside air (this is a good thing). Who is physically pulling out air filters (if any). An outside company handles preventative maintenance.
  - Sarah asked about how staff is handling the reopening, etc. Friends of the Library are sending thank you notes. It is hard to say how staff is doing with it, some staff have decided against coming back themselves, other staff are concerned about public in the building or asking people to leave. There is a lot of uncertainty. The appointment model has helped to create a sense about how people

are going to handle the new rules as reopening happens. Children's staff are thrilled to be back, and even behind safety glass are super excited about seeing kids again.

#### Appointment of Board representatives to Library Objectives Committee

- Rundown: every year we do annual objectives. Some from last year have stalled or don't make sense given the pandemic. Now is time to reassess the objectives, which to carry on, which to remove, what new add. One or two LBOT members are usually added, its division heads and Marcela, and Board members are invited to participate to add some outside views.
- Day of objectives committee is November 5th. Can do Zoom, and can be in Callahan. Usually an hour - an hour and a half. Might be 2 meetings, depending on conversations. Sarah Gillespie and Anne Kemper are both interested. Dan indicated interest as well. After the objectives are made, the board approves them anyway so everyone will be able to weigh in.
- Decided: if able to attend, Dan and Sarah, if one can't Anne will join.

#### APL Board report (Pat)

- Starting with Fines: the Board supports our philosophical reasoning for intent to remove fines. The issue is making up the lost revenue for fines. Some ideas have been pursued - Fine Jars, asking City Council to increase resources to the library. Fiscal year has already started, and they have already based revenues assuming fines. Realistically July 2021 would make most sense for starting a fine-free situation if they can find revenue replacement.
- Auburn rec dept is housing the Auburn Adventure Day Care at a few places in Auburn. Around 80 kids will be using the library in a few separate rooms. They are excited about that and helping to assist a community need.
- They are not holding their annual meeting. Board meeting Oct 20th 7:30 AM. Dan will be attending.

#### Old Business

- Discussion on Library Fines. Proposal for a joint meeting between LPL and APL with Portland Public Library team who recently set a no-fine policy to help talk through the decision making process, and logistics. Interested Anne, Dan for that meeting.
- Sarah highlighted that this seems like a priority for the board. Mamie curious about fees for DVDs and other AV items.
  - Marcela: Board in Lewiston has opportunity to recommend policy change but it would take formal city council actions on both

books/av materials. Sarah asked about how much Fees for AV. Auburn receives around \$10,000 for AV Fees. The AV fees are not the entire purchasing for AV materials, but Fees add to the av purchasing budget. Vast majority of AV materials are adult and teen, rather than children. If someone absconds on an AV fee, the lending library, if interlibrary loan, will bill the city, and that cost comes out of the AV Fee fund.

- Timing ask from Mayor Cayer.
  - Mayor suggests this would be most appropriate during the budget process. Sense from Board is to do it sooner rather than budget.
  - What we are budgeting for fines is not what is owed. Should the lost revenue to be made up by taxes? Should it be by endowment? Will the council balk.
- Anne asks we put the question on the November agenda rather than Old Business.
- Barbara proposes a pause on the lock-down of library actions on fines. Fines were stopped during pandemic. Can there be a grace period for existing fines and fees on an account? Current threshold is \$5--could it be increased to \$10 at least temporarily, to let more people borrow in the meantime?

Motion to put the agenda next time earlyish, to discuss fines, fees, and currently ineligible borrowers. Dan motioned, Barbara second. All agreed.

Anne motioned to adjourn, Dan 2nd, unanimous.