

Lewiston Public Library
Board of Library Trustees
February 4, 2021 Meeting - Zoom

In attendance: Marissa Deku, Ed Barrett, Elizabeth Clifford, Dan Jenkins, Barbara Benjamin-McMannus, Sarah Gillespie, Darby Ray, Mariah Pfeiffer, Anne Kemper

Also in attendance: Marcela Peres and Karen Jones (LPL)

Meeting called to order by Sarah at 5:33 pm.

Checking in exercise: Intro and how joined board

5:47 Collections Services Department Report—Karen Jones, Collections Services Librarian

- Staff: no changes during 2020 :)
 - 2 full time catalogers, Karen and Josh Gauthier
 - Josh: a writer, playwright, and short story plays. New novel is coming out this spring, his first! Josh has been involved in the book chat series
 - Beth Almquist is a part time catalogers, she is a musician and plays in orchestras (when not in a pandemic at least!) Beth has also joined for bookchats
 - 2 or 3 part time pages, two are high school students, one is a college student.
- Shared facebook posts of new materials
- New material page added as a separate page so that its easily found by patrons.
- Book letters: there are regular updates on bookletters on whats being added and highlighted by the collections librarians. Patrons can sign up for updates on each.
- Mini Report: statistics, snapshot of collection totals (as of 2/3/2021) Adult and teen 116,600, childrens: 31,700, Adult AV 7,000, Childrens AV 2,700. New items added in 2020: 5,772, total deleted: 5281, total reprocessed: 13,462.
- Explanation of reprocessing process - changed barcodes, repaired and other similar changes.
- Implementation of inventorying and weeding plan.
 - Collection divided into 4 sections for the weeding process, over a 5 year cycle.
 - First year of the cycle will be most onerous, with 49,000 items to be

- weeded.
 - They have a week-by-week schedule to keep on time in the weeding and inventory process.
- Question from Ed: How is physical capacity in the library?
 - Karen: I think we have some room to spare but bottom shelves are undesirable for ergonomic and looking purposes. There are some sections that are crying to be weeded.

6:12 MINUTES: Dan was lavished with praise for his keeping of the minutes. Mariah motions to approve, Anne Seconds. Agreed unanimously.

6:14 Library Director's report:

- City Council workshop was cancelled from storm, rescheduled for Tuesday Feb 9. Sun journal ran coverage on our letter/support.
- Staff: Hiring for part time library staff. Holding back sat hours until more staff.
- Building updates: Callahan leak update: roof repair was fixed last week. Archives HVAC repair has been completed. Half of library roof was replaced (Callahan side) has not yet done the park st side, but no problems so delayed by 1 year (FY2023).
- NEH Grant: all children's appointments are full! Very successful.
- Barbara asked if they were working with 21st century on the grant? Marcela: Not particularly, but we are when there's any promotion.
- Darby: How many participated in Shah forum? Marcela: 181!
- Darby motions to approve as submitted, Barbara seconds . Approved unanimously.

6:23 Review of End of Year Library statistics

- Big hit to circulation, understandably, based on pandemic
- Darby: does door count include curbside: no - only those with appointments, it's literal bodies in the building. Pandemic stats are being tracked separately.
- New Physical materials: it's down relatively significantly. There was 2 months when they did not purchase any, so it's a bit low, however really it was a lack of children's purchases without a children's librarian. Perhaps 40% of the year there weren't orders going in, but it is a priority now. We should be prepared to see a significant increase in 2021
- Noticeable drop in cardholders, but pandemic is partly to blame, also some cleanup of people who should have been removed based on consortium's records retention schedule.

- Ed: question library cards - some folks probably don't know they can renew card online.
- Annual report shows that borrowing is all down, but not evenly. Audio/E-books are up! Mango languages significantly increased.

6:41 Review of FY2022 City Budget request

- Initial request from Marcela, NOT final budget.
- Non-resident fees were greatly impacted because of COVID since the data could not be collected in a pilot program. It is on hiatus. Deferred to another year, most likely.
- Modest budget changes to part time, so small increases assumed based on minimum wage increases, not an increase in hours.
- Small increases in book budgets that are attempted recoups from last budget cuts where they wanted to increase but lost in the budget balance.
- Decrease in assumed rental income for rooms.
- Some significant facility costs, including HVAC maintenance and controls, and other infrastructure needs.
- Question about airflow – the library uses an HVAC system that circulates outside/inside air, so unless the city wants to install a new (extremely expensive) system, there's not much data on how other filtration makes a difference. Ed curious how much air turnover/ air cycle rates. Marcella will try to find that aircycle rate.
- New Technician position requested - it was lost in FY2014. Attempting to get it back.
- Ed Q: if you don't count the mechanical upgrade, would it drop request to 5% (vs. current 7%)? Marcela: Since capital requests are likely to be moved from operational budget to fund balance, it would drop that line from \$70k to about \$25 for general repairs/maintenance.

Old Business

- (none)

Reminder Elizabeth is volunteering to join the APL Feb meeting.

Darby motioned to adjourn, Anne 2nd, unanimous.