

**Lewiston Public Library**  
Board of Library Trustees  
April 1, 2021 Meeting - Zoom

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

Also in attendance: Marcela Peres (LPL), Childrens' librarian Sara Turner (LPL), Dan Hargreaves (APL),

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

Sara Turner, LPL children's librarian

- New employee, came up from Florida.
- Expanding access to the Childrens floor during covid:
  - 3 1-hour blocks up to 12 attending. Must be reserved slots.
  - Book reach coordinator did resign, after about 6 years. Current interview process.
  - NEH grant, have until the end of april. Ongoing.
    - Permanent story walk at the McMahon elementary
    - Temporary story walk for Kennedy park is in process, multilingual books planned.
    - Purchased launchpads, play aways, and others for schools. Need circulation data from them.
    - Monthly book boxes. No left overs!
    - Mailing envelopes, sent mailers to every student in the district. 6,000 envelopes mailed to them all! Mailers included library digital resources, information about public & school library services.
  - Collection development - a phased department plan is established. Designed for ease of finding the books, and getting new materials on the floor.
- Weekly virtual story time
- Read aloud on Facebook Live
- New: Nature Explorer Backpacks! Hopefully next couple of weeks, donated by Maine Audubon. 3 were given! Plants, Wildlife, and Birds - 1 each. Can be checked out to do outdoor funtimes
- Preschool take and make kits. Different theme each month.
- April is national poetry month. Patrons will be able to submit videos of people reading their own poems.
- Lewiston Read. A collaboration library, city, and schools. A community

read/book club. Dragons in a Bag is the winner. Will be in May. Each teacher will get a copy, and each department director is encouraged to read it and post photos.

- Darby: welcome! We are excited! Is there anything you need from Board?
- Sara: just support! Spreading the word!
- Marcela provides accolades for her great work!

5:49: move to review minutes.

- Darby moves to accept notes
- Mariah 2nds
- unanimous, Dan abstains.

5:50 Marcela Director Report:

- Budget season:
  - Thursday the 8th is a council workshop on the library.
  - Marcela encourages if we are able to join/ watch.
  - On the 15th they will be reviewing position requests. The Library did make a request.
  - Anne Kemper question: unable to join last time. How does she sign up to make sure she can attend.
  - Mayor Cayer - even if you can't attend, a letter is welcomed and important.
  - Library Technician position requested: build capacity for children's programming and for division that processes books. The Library's requested position is the cheapest being requested. The City's goals are in line with a strong library and this position specifically, if you want to include it in your testimony/letter. Economic Development is a top priority, and that libraries are an economic development driver.
  - In a workshop, maybe one person could testify, but not everyone. We could write a letter of support as a board. Letter would be due by the 15th Mariah has offered to draft the first draft of the letter.
- A library technician has put in her 2 week notice. The position is in the process to fill it. Its a website development role among others, including planning programs for adults and a core member of the reference team.
- Covid opening:
  - same as initially reported via email. They are looking at new guidelines to help get more into the children's department. Most often children can get in same day.
  - Yet to hit capacity on walk in to the building, most are staying for 20-30 minutes. It is working well. People are happy that Saturdays

are back. LPL to go and curbside are all running all day.

- New logo.
  - Scope of the work - going to design 2 different variations, which will both keep the different style with the library, and make it adhere to the new city branding. If we wanted to request additional work/logos/presentations the city would not cover that, so endowment spending could be dedicated to do it. Marcela has invited members of the board who are interested in the presentation of the branding shown.
- Request for Proposal for the Security Gates
  - Not building security, these are material gates, to ensure materials aren't lost. Current gates are over 10 years old. Could move towards RFID library gate, which is the gold standard. From a workload efficiency mode, major timesaver. Helpful for inventory, can much more quickly and easily work inventory. Purchase is for gates, scanners, and pads to implement - they believe that they have the funds for it, but are making RFPs for both current tech and RFID.
    - ED: transitioning the new process, can it be done piecemeal?
    - Marcela: yes but, there would be a short vulnerability period to get the books to have the RFID tags on materials. But it should be able to happen pretty quickly. Whole transition would be 6-8 weeks to get it all done.
    - Anne: how much labor is this for librarians?
    - Marcela: it wouldn't be a lot of staff time, and could rely on part time staff.
    - Anne: could it be volunteers, maybe a projects for friends?
    - Marcela: will check!
    - Barbara: What is the life of the RFID
    - Marcela: the tags would have to be guaranteed for the life of the materials. Many larger libraries, including Bangor and Maine State Library are using this.
    - Marissa: self checkout option?
    - Marcela: Maybe! But it would be a longer process until then, likely additional funds. But they are asking for that in the RFP. Self checkout could include choosing your language of preference.
    - Ed supports the idea in order to reduce staff workload.
    - Major time saver of all.
    - Sarah: whats the timelines for RFP and doing the project
    - Marcela: RFP in a few weeks, project in the summer, hopefully.
- Programs:

- Great Falls Forum: Congressman Jared Golden next week.

#### Bylaws Committee:

- Ed: Proposed changes:
  - Section 4, updating timeframe
  - Section 8, distinction between managing investment, and meeting donor restrictions.
  - Gender neutral change in Article 3
  - Updating nominating time frame, so that new boards can appoint their own officers.
  - Article 5 meeting schedule - several revisions at Directors request.
  - New section: making sure that meetings are public
- Questions: none. Seeing none, according to article 8, we need two-thirds, but amendments need 14 days to rest, so it cannot be voted on tonight. Can vote on it at the May meeting. No vote needed at this time. Will come back next month

#### Other Business;

- Endowment Spending Policy Update:
  - Ed: Editing to move the date from which we act upon the endowment activities. It streamlines it to the timeframe we act on the endowment activities anyway. Allows for a vote for July 1st to match the rest of the city budget. Closes an awkward gap for a couple of months under current timing. Can vote:
  - Ed motions to adopt changes on spending policy, Darby 2nds. Adopted unanimous.
  - Ed wants to look at the whole policy. Policy has an investment committee, but the board as a whole serves that. Do we want to establish any guidelines for social impact of investing? Darby likes the idea. We have discussed it in the past, but also other social impacts like hiring practices. Darby suggests we ask the investment firm to do a score of our investments.
- Ed: do we want to do it as a whole board or a committee. Anne suggests a full board. Marcela suggests a committee or something along those lines. Ed suggests we get the financial management to provide us an overview. Sarah: splitting it to two distinct issues: our board goals and the financial firm to help us understand what our current/ measurement scores. Darby: can we simplify this - what are they measuring in the scores, what is it attempting to identify about. Marcela: should I ask about

how the tool works? Barbara: sound idea, but specifically to let them know our concerns, to help them hone their answers. Mark: when we ask it about it, what is the financial impact of it.

## Old Business

- Adopt a library / champion a section. Each board member selects a thing the library does, and gets a deeper understanding. Possibly acting as an ambassador to the library, how to promote it more. Any formal role?  
Darby: not really, maybe just a google doc for the members. "Where might you dig in"
  - Marcela gave us homework! Comb through the library website, poke around, and think about it and see what strikes your fancy. We will do a little brainstorming, and a google doc will be sent around.

## Update from Auburn Public Library:

- Covid is number 1 still. Done a good job with response to it. Now they are working on a fundraiser, going away from the silent auction, moving to a book around town. Working with the local businesses to help with the fundraiser. Very happy to work with us, thinks it's important we are working in the same direction. Lewiston goal for fine elimination is July 1.

Next: May 6th next meeting.

Darby motioned to adjourn, Ed 2nd, unanimous.