

Lewiston Public Library
Board of Library Trustees
May 6, 2021 Meeting - Zoom

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

Also in attendance: Marcela Peres (LPL), Doris Bonneau (APL)

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

5:32: move to review minutes.

- Ed moves to accept
- Barbara 2nds
- unanimous, Dan abstains.

5:32 Marcela Director Report:

- New initiative "Lewiston Read"
 - Childrens' Department lead. Children and families reading a common book. Lots of social media/ website. Mayor/ Admin, fire staff, others all posted. Tied in with school department. Interviewed with the author.
 - Agent for author sent signed copies.
- Technician Vacancy
 - 3 scheduled interviews. Tricky position to fill, both for adult programming, and website work, so different skills but some good applicants.
- Covid opening:
 - No real new updates, will continue with blocks and childrens' department. Dropping of quarantine from 72 hours to 24 hours. This is following new state recommendations. Plan is to continue this going forward for the time being. Maybe mid summer or later to change
- Capital improvements:
 - Security gates are being put to bid. Low bid for RFID is \$15,000 under budget. Current (older) technology is also under budget by \$25,000. Both are being discussed by the finance committee. Ed notes that there is an appeal process if the Finance Committee comes back with the older tech.
 - Callahan upgrades: previous requests are a year and a half old, so

new numbers will need to be pulled. It is unclear when Calahan can be used again due to distancing guidelines - but does give opportunity for AV upgrades when it's not used.

- New logo.
 - The logo folks sent along 3 options for the library logos. Color palette will match city logo:
 - Inverted little people into the honeycomb (3 dots).
"Community coming together."
 - Abstracted version (throwing star) Library Management Team, and general consensus among the board members.
 - 3 honeycombs
- Programs:
 - Final Great Falls Forum is Cynthia McFadden, May 20th.
- Anne asks: if Facebook rules changed, would the library make any changes. Marcela: Probably not. It would be difficult to make any changes both to stop being a top source for marketing, and also to justify as a political step. The Library cannot make an independent political statement as a municipal department.

Friends of the Library: (Anne Kemper)

- All meetings have been on Zoom, in the future maybe winter will continue on zoom.
- Annual meeting in November. They had Victoria Hugo Vidal, a commentator in the Press Herald. Bruce Hall, one of the Friends took lead.
- With fall campaign drive, added the digital option. PayPal takes a cut, and it's a bit of a challenge for the drive. Increasing number of people doing monthly donations. Received over \$3,000 in person, \$70 from Amazon Smile, and \$300 was through PayPal.
- Program is to spend as much of the money as possible to support programming, children's, teens, and adults. Other things Library wants. In the past chairs. Facebook Ads, staff appreciation, etc.
- No need to update their bylaws.
- Anne is coming off the board in the coming winter, and wants to suggest for next year another member from the friends.
- Doris from APL asks for a copy of the Lewiston Friends of the Library bylaws.

City Budget:

- At the end of the budget process, all department heads were looking for places to reduce. A few areas Marcela found a few lines where 400-500

were cut.

- Small budget increases to account for inflation for Nonfiction, Fiction, and Children.
- Did get approved for a new microfilm reader.
- Upgrade to HVAC controls and drywall repair/ painting in Callahan.
- New program requests: new children's book databases and technician were not funded.
- Staffing Levels are unsustainable, falling behind. Beginning to lag in our obligation. Experiencing employee burnout, and leading to turnover. Staffing is a real concern to Marcela.
- Ed: any efficiency we could find to increase speed.
- Balance of the cost for the full-time Technician would have been \$33k by removing some part time hours.
- Is there anything the endowment can do to help? Marcela: not really, it's about people-hours.
- A few technical time-saving solutions are proposed for discussion.

Endowment:

- Fund Report: previously the fiscal year picture was more complete. Now in the partial year we have only partial expenditures and expenditures are not always consistent.
 - Endowment increased, large increase with the Straub Bequest.
 - Provided expenditures as of 3/31/2021.
 - 4% of the last three years endowment balance is expenditure cap set by the Board.
 - Principal additions included a \$400k+ bequest by Carl Straub estate.
 - Ed has concerns about significant (\$500k+) Cash reserve. Anne and Darby suggest we tell the firm that we would like around \$200k or so cash on hand.
- Proposed Budget
 - 4% average is \$92,229 spending limit for FY 2022.
 - Provided YTD does not account for month of April expenditures. Entire 4th quarter for materials likely unaccounted for here.
 - French books are a named account budget line.
 - Covid reality - programming is uncertain esp adult programming, children and teen have found strong models. Children and Teen got increase.
 - Capital outlays, a lot of one time expenditures that folks are asking for. It accounts for a \$5,200 increase in endowment spending. E book/audiobooks have been very strong and has been an increase of \$2,000 to the request as well as some additional a/v materials.
 - Motion Darby to approve the proposed budget.

- Sarah Seconds
 - (Ed indicates a roll call required:)
 - Dan Aye,
 - Ed, Yes
 - Anne, Yes
 - Mariah, Yup
 - Darby, Ayyyyyyyyye
 - Marissa, Yes
 - Barbara, Yes
 - Sarah, Yes
 - UNANIMOUS approval.
- Summer Meeting Schedule.
 - Traditionally, Sept-May, last year we did meet in July.
 - Dan indicates that he doesn't think we need a summer meeting.
 - Anne: If Marcela and Sarah want to call one.
 - Need to do Auburn PL meetings over summer though
 - May (5/18): Marissa offers for May
 - June (6/15): Barbara offers via zoom.
 - August (8/17): Anne offers Via Zoom for August.
 - September (9/21): Darby offers for September.

Old Business

- Trustee "adopt a library service" project: Let's do those informally over the summer
- Bylaws will need a vote though.
 - Bylaw revision, looked at last meeting, but needed more time to approve.
 - Are there any new issues or concerns?
 - Dan motions to approve revisions, Ed 2nds.
 - Role call!
 - Sarah Yes!
 - Barbara: Yes
 - Marissa: Yes
 - Darby Ayyyyye
 - Mariah Yes
 - Anne Yes
 - Ed Yes
 - Dan: yes
 - UNANIMOUS!

Update from Auburn Public Library: Doris

- Busy with a new appeal, a FUNraiser! Developed book bags with business donations to sell as a funfundraiser. 75 bags for sale, great luck with getting sponsors. Advanced marketing for it, the target is 100 bags at \$75.
- A zooming policy to make sure things are going according to rules
- Directors review ongoing.
- Budget is staying flat
- Interest in a tech position for children's room.
- Board has picked up the need to examine endowments for socially responsible investments.
- Haley Warden is the new development person. Multi-hatted person
- Children's librarian is leaving.

Next: September 2nd next meeting. TBD in person or Zoom.

Sarah motioned to adjourn, Barbara 2nd, unanimous.