

Lewiston Public Library
Board of Library Trustees
Oct 7, 2021 Meeting - Callahan Hall

In attendance: Marissa Deku, Ed Barrett, Dan Jenkins, Sarah Gillespie, Anne Kemper

Also in attendance: Marcela Peres, Library Director, Steve Bouchard, Adult Services Librarian

Meeting called to order by Sarah at 5:34 pm.

Steve's Adult services report

- Long time employee left, new employee hired from an applicant pool that included local talent
- Anne asked about the probation period and its purpose for the employees - Marcela explained the purpose - fulltime, union employees
- Teen programming has been greatly impacted by covid. Harper spent time to create new and creative ways to serve teens, while started as a slow start, it's picked up steam and has been quite successful.
 - Partnerships with Portland Public Library
 - Teen Discord Server established.
 - Homework help program (zoom) in partnership with Bates and Lewiston public schools.
 - Ed asks: rough % how many are served by digital means compared to pre pandemic numbers
 - Not at the same level, though accounting for it is hard.
 - Anne: the programming at home - has the access to internet services been a problem (yes, its been a challenge throughout the pandemic)
 - Marissa, who works for public schools, has seen a significant uptick in the school libraries for usage, so they may be poaching some of the LPL teen stats.
 - Ed would like to see some data, Marcela explained that some programming is through the roof in attendance (Great Falls Forum for example), while other digital has been unable to garner the same levels.
 - Challenges in predicting turnout for various events. Marcela is trying to do a survey on why folks attended to help better model.
 - Creation of a communications committee from staff.
 - Next steps:
 - MIS to finish setting up lab computers - 2 sets of comps, one

set is for recreation and the other for productivity - working with MIS to get them set up correctly.

- Desire better furniture for the teen space that is more appropriate and flexible. Sound dampening seems to be a critical need to reduce echoing and noise.
- Former comp lab being reconfigured as a programming space, looking for new furniture for that.

5:53: Approval of May, 6, 2021 minutes

Ed motions, Marissa seconds

Unanimous, DJ abstains

5:54 Marcela Director Report:

- Trainings updates:
 - Seven full time employees being trained in CPR AED training for adults, children, and infants.
 - Uptick in disruptive behavior. Argued the mask policy, was asked to leave then had to be issued a criminal trespassing charge. Grumbling and some leaving. On balance, more positive comments. 8 Staff are taking an upcoming course on dealing with hostile and potentially dangerous library users. (best practices for deescalation)
 - All staff are doing workplace safety training. Fire drill is coming. It has been 2016 since the last drill.
 - Going to do a walk through on safest places to be in an active shooter
- New employee: Part time children's library technician: Alexis Handelman starts today!
- Covid:
 - The Mask Mandate remains in place for staff and library patrons when the county's transmission level is moderate, high, or substantial.
 - Ed: suggests that it be enforced strictly - call cops if you have to.
 - Some kind of vaccine mandate will be required for staff when the federal mandate goes into effect.
- Capital projects:
 - Security gates/Bookchecks: supply chain issues have affected it, delaying shipping, Tuesday Oct 12 delivery date. Will be a while before install, and library will have to be closed for a few days.
 - Website accessibility work: great company, work order in hand. Will be working through timelines etc soon
 - Callahan AV upgrades: MIS has signed off, facilities will review,

next step is RFP. Marcela is anxious about RFP timeline because of tech issues up and down the supply chain.

- Marcela shared some events on the calendar
 - Idea to add staff development day for future years.

6:15 City Ethics Policy:

- City is asking that boards recognize and vote that we acknowledge it applies to us now.
- Anne motions that it was received, Ed seconds. Unanimous vote.

6:24 Final evaluation of 2021 Library Objectives:

- Add a full time library technician, was asked for, but not funded by city.
- Capital projects: partially complete! All funded (roof repairs, freight elevator microprocessor, carpeting replacement, alley and front door security, replace AVsystem in Callahan, Security Gates and book check) but not yet completed.
- COMPLETED! Eliminated fines! Hurray!
- Hold off on developing a systematic training plan, as the city appears to be moving in that direction now, and they don't want to go a separate way. Also a challenge for just-a-few hour employees.
- Digitizing microfilm, and upgrading microfilm. Still a priority but efforts to find grants, and make it happen are ongoing.
- Mostly Complete: Children's department reworking.
- Even many of the secondary goals were accomplished! Teen rooms, reference desk coordination. MIS to convert former lab computers, it's good to go but very much backlogged. Childrens dept collaboration with Elem and Middle school projects.

7:00 APL report: No report! They didn't attend this meeting, and they had a closed meeting last time so we did not attend. Marcela reports that they have a new children's librarian.

7:02: Old Business subgroup for endowment ESG to be added as an agenda item for October - Tabled when more people can be there, and hopefully a lighter agenda.

Other Biz: Marcela wants to mention the book sale, seems to be the first or second Saturday of Dec. Will have more details in November.
Ed motion to adjourn, Marissa 2nds. Unanimous.