

Lewiston Public Library
Board of Library Trustees
Nov 4, 2021 Meeting - Callahan Hall

In attendance: Ed Barrett, Elizabeth Clifford, Dan Jenkins, Barbara Benjamin McMannus, Sarah Gillespie, Mariah Pfieffer, Anne Kemper, Mark Cayer

Also in attendance: Marcela Peres

Meeting called to order by Sarah at 5:31

5:32 Approval of September 7, 2021 minutes

Ed motions, Anne seconds

Unanimous, DJ abstains

5:32 Marcela Director Report:

- Staff updates:
 - Annual fire drill completed
 - November 16th City Council, to vote on converting 37.5 hours of part time into a full time library assistant position.
- Covid:
 - The Mask Mandate remains in place for staff and library patrons when the county's transmission level is moderate, high, or substantial. TBD if the vaccine authorization from 5-12 year olds changes anything, but unlikely for the time being.
 - October 2021 door count was 37% of the door count from October 2019 (pre-pandemic). Pretty low door count, but they are gaining every month. In part the reduction is due to significantly reduced programming especially large programs like Great Falls Forum
 - October 2021 physical circulation is 68% compared to Oct 2019. LPL to go does not count as a door entry. E-books and digital audio do not count in this number BUT they are way up 146% for ebooks, and up 137% for digital audio.
 - Mariah: Are we increasing ebook/digital audio? Marcela - yes, but mostly from the state rather than our library, including a donation from the King foundation.
- Capital projects:
 - Bringing the windows on 2nd and 3rd windows up to modern standards: current windows are not energy efficient, and have some rotting/chipping paint. It's a lengthier process on the historic windows, like in Callahan. Marcela will update us with more info.

- Security gates/Bookchecks: some challenges on the tagging, seems to be a software issue, but it's getting there. Gates themselves, library will be closed for 3 days, Wed-Fri 11/17-11/19. This is because the gate installation will block public entry/exit. Phone calls and LPL to go will continue for door pickup.
- Callahan AV upgrades: Prebid meeting is 11/5, and the bids are due 11/16. Existing AV is woefully antiquated, so will bring it to modern standards.
- Next on priority list, 1st floor carpeting project. Funding is available/allocated. Highlighting non-bookshelf areas as it is easier and cheaper. Carpeting has been unaffected by supply chain issues, apparently.
- Marcela shared some events on the calendar
 - Several in person and several virtual
- More to come on the “promise” item, but it's not until January

5:58 Incoming/Outgoing Trustees

- Mariah and Barbara are able to reapply to the board if they would like (we hope they do!)
- Anne Kemper is term-limited - she served 3+ terms and therefore is not eligible to return. She has served for 11.5 years
 - Much appreciation shared for her immense service, how the library has changed for the positive to be from book focus to civic engagement over time.
- Mark will speak with the incoming mayor about the appointed board
- Mark will also be rolling off the board as his term expires. We thank him for his service.

6:09 2022 Objectives

- Anne and Ed joined the 2022 objective meetings with department heads and others. List is a little longer than Marcela would like but all important. Divided into 3 overarching categories: Internal Objectives, Collaborative Objectives Capital Projects, and Collaborative Objectives: Community Partnerships
 - Internal Objectives
 - Strategy to improve staffing and reduce turnover.
 - Standardize onboarding orientation for new staff
 - Develop adult and teen services staff training and development

- Complete RFID conversion
 - Plan and parameters for a diversity audit
 - Buying and installing new/ additional shelving
 - Improving access to materials - reclassification etc.
- Collaborative Objectives: Capital Projects
 - Projects that are funded and questions are whether they get done in time (microprocessor, Freight elevator etc)
 - MIS budget for and complete technology changes (callahan and others)
 - Physical changes to children - new carpeting, paint, furniture, and shelving
 - Work with City Buildings to develop plans for future budget requests. Refurnish teen lounge, make a room available for study and for microfilm reader
- Collaborative Objectives, Community Partnerships
 - Strengthen relationships with Lew Elementary and middle schools.
 - Partner with Auburn Public Library for an "Auburn Read" in conjunction with Lewiston Read
 - Update and increase LPL outreach program specifically nursing homes and assisted living
 - Increase collaboration with other City departments - Library is seen as a safe and neutral space for connecting city officials with the public.
- Discussion on how the board can help advance the goals, if at all
- Mark motions to advance as written, Mariah seconds

APL Board meeting report: no member from APL was able to join this evening. Next meeting Tuesday 11/16th at 4:30PM via zoom. Barbara tentatively volunteers to join that meeting.

Old Business: ESG endowment discussion:

- Do members want to discuss our investments
 - Concern about how we limit our investors
 - Ed concerned with fossil fuel investments specifically but also other items - the measure of ESG is a measure of risk rather than actual measure of envt/social/governance
 - Mariah - concern about the role of emerging markets
 - Anne - same conversation in South Africa and the board pulled out (apartheid?) but a concern where the investment would go if not for the current funding sources
 - Dan suggested a set of principles that they consider when investing

- Sarah noted that the principles should be the library's rather than this board's specific one.
- Barbara: the social shifts have occurred over the last few years, and a more broad statement of principles can help the investors be more nimble to the market changes.
- Creation of an informal subcommittee: Ed, Dan, Darby for creation of a principle statement.

Other Biz: None

Mark motions to adjourn, Sarah seconds. Unanimous.