

Lewiston Public Library
Board of Library Trustees
Dec 2, 2021 Meeting - Callahan Hall

In attendance: Ed Barrett, Dan Jenkins, Mariah Pfieffer, Marisa Deku

Also in attendance: Marcela Peres, Nicole Rancourt (APL)

Informally, Dan nominated Mariah to be temporary chair, Ed informally seconded.

Meeting called to order by Mariah at 5:31

5:31: Lending Services Report, Katherine Webber, Lending Services Librarian

- RFID projects, gates have been installed, in the process of updating the collection. Estimated 6,000 on first floor have been tagged.
- Almost through the first year of weeding on the first floor - around 2,000 have been weeded. Both last circulated and materials in bad condition.
- Recently relaunched the Maine Reciprocal Lending program. A program that started in 2018, temporarily went dark during covid, but back up and running.
- Still working on shelving - Paperback Reinvigoration project. About halfway done, mystery, sci-fi, and fantasy to go.
- Recently had a community member pay off a middle school class - the replacement costs for lost/damaged materials
 - Mariah is asking how much the total cost of the existing costs there are
 - Dan asked if they could pull the number of under 18s with an existing debt.
- Marissa asked whether there have been folks coming in to ask about fires and lost materials. Around 2014 they created an amnesty for damaged books by fire, burst pipes, etc. not frequently used, though it happens with big events like fires.
- New Collection Agency: Thomas agency in Portland. Old company went out of business, this one seems more friendly to the library and the patrons. Approx 10 patrons a month get sent to collections.
- Updating: patron/record retention. 7 years and more. 25,000 library patron records.
- Alex is in charge of the Library newsletter. They will be adding a “send this along to your friends!” button.
- Katherine completed a leadership seminar, this year was virtual.

Connected her with library managers in her management level around the country.

- Katherine also took on purchasing for Adult Fiction. Provides a new challenge, and deeper insight! Patrons are providing recommendations.
 - Ed asks- is there a link for people to make suggestions? Not really! But suggests we do! There is a form that has both request and recommend. It may not be as user friendly or obvious, so they will look at it.
- Full time library assistant position approved. Been circulated internally to the city as a whole. Closes on Dec 8th. Will be particularly beneficial for the Lending Services department! Marissa asked: will there be reduced hours of the part time folks? Not exactly, though probably less within that specific department. Marcela notes that there might be a couple of pain points, but as a whole, especially if an internal candidate who is now a part timer it will create a positive flow of others getting into the hours.
- Katherine will be acting director when Marcela is on Maternity Leave

5:56 Approval of November 4, 2021 minutes

Ed moves approval, Marissa 2nds

Unanimous vote, Dan reluctantly did not abstain.

5:57 Marcela Director Report:

- Staff updates:
 - Reintroducing in person staff meetings. 12-13 staff members. Staff wants to do it as well.
 - Daily staff huddles are coming back in Jan. What's on Deck, any watch out for's, anyone out sick, anything fun! Good for getting staff to work together across departments. A way of addressing the "silo problems".
- Covid Status
 - Not great, and not getting better.
 - Staying steady.
 - Mask mandate remains in effect and will do so for the foreseeable future.
 - Federal vaccine mandate is on hold in the courts. The city plan is ready, but pending.
- Capital projects:
 - Gates are installed - they are a single aisle, and slightly narrower, but have a radius around them to still go off. A few bugs have happened, but have been worked out. The biggest was the RFID from Auburn were setting the gates off. Piecemeal process - approx 10% of the first floor has been done so far, but will continue

- in process. Almost 10% of the full collection has been done.
 - Self Checkout station: will be available soon to the left of the lending desk, which will include multiple languages.
 - Callahan AV - contract awarded about a week ago. Vendor is hopeful for work in February, although pending supply chain. Project came under budget, so a new screen was included too!
 - Microfilm reader: have Sun Journal and the predecessors going back to the 1850s. Hopefully it will be purchased in the coming weeks. Ultimate long term is a digitization of the microfilm, but it's a big expensive project to do so.
 - Repairs: Elevator alcove canister lights have been replaced with LEDs, which will make space much brighter. Did show bad paint and drywall in those areas, these are funded repairs. Bathrooms have a few small repairs to come as well.
 - Accessibility project for the website: moving along - some steps are already done relating to colors that could affect accessibility guidelines, will go live tomorrow!
- Budget calendar dates (Tentative)
 - Jan 21, Department budgets submitted to City Finance Director
 - 3/15 Budget presented to City Council and Finance Committee
 - 3/29: Library budget workshop
 - 5/30 Final Date allowed to adopt budget by charter.
- Marcela shared some upcoming calendar dates, and a description of the holiday schedules.

6:17 Approval of Holiday changes:

- The 2022 holiday changes have to be approved by the library board of trustees. In part because we determine that the saturday closings are observed by the city on friday, but the library is open on saturdays, so the board closes the library so people aren't working directly on the holiday.
- Juneteenth holiday will be observed on June 20th, a monday. Christmas lands on a sunday, the city observes it on Monday. Christmas Eve lands on a saturday, the city observes the half day on christmas eve on friday, for logic and scheduling, Marcela suggests the library be closed on the 24th.
- Marissa motions, Mariah 2nd. Unanimous.

6:22: APL report!

- New Children's librarian, Brandon. He is transforming the children's department. Biggest event was Halloween, and they ran out of supplies. Community members supported it and got more. The re-energization of

the children's room is exciting!

- Development Director - used to have a part time person, but now they have a full time one. She has been applying for grant funding and has succeeded in revamping the teen space.
- Fun-Raising committee are now finally working closely with the Development Director to raise the money they need but also to be exciting and interesting.
- Meeting Schedule has changed - were before all in the morning, now they are going to be mixed. Jan morning (7:30am), feb will be afternoon (4:30pm). Repeat the alternation!
- They are looking for Trustees. Had a few folks who termed off, they are specifically looking to get another educator or otherwise in schools. Perhaps someone with marketing expertise. Please send any suggestions for potential members to Marcela to send on to APL.

6:29 Old Business

- Investment Principles - we have done nothing! But Marcela will help to coordinate a meeting.

Other Biz:

- Congratulations to Marcela!
- Marcela mentions that there are some questions about inauguration this year as Covid rates look up in the air - location TBD.
- Ed asked about the computer hookups, and there is no update yet.

Ed motions to adjourn, Marissa seconds. Unanimous.