

**Lewiston Public Library**  
Board of Library Trustees  
**February 3, 2022 Meeting – 5:30 PM (Zoom)**

Minutes

Trustees present: Sarah Gillespie, Mariah Pfeiffer, Barbara Benjamin-McManus, Karen Choate, Ed Barrett, Elizabeth Clifford, Marissa Deku, Mayor Carl Sheline, Darby Ray

Staff present: Marcela Peres, Katherine Webber, Karen Jones

The meeting was conducted via Zoom and was called to order by chair Gillespie at 5:30 pm.

Minutes of the 1/6/22 board meeting

- Darby moved to approve as submitted. Mariah seconded. Unanimously approved!

**Collection Services Department report**

by Karen Jones, Collection Services Librarian

- Lots of weeding and inventorying took place last year. This creates a more dynamic collection – a collection that responds to patron interests.
- Also spent lots of time reclassifying items, which produces a better organized collection.
- Looking back over her tenure in Collection Services, many things have changed – books that were once highly popular and are now forgotten.
  - Ed: How about a "Once Popular, Now Forgotten" exhibit?
- Barbara: What happens to the weeded items?

- Many of them get thrown away, if they are worn out. Others become part of our book sale. Still others get sent to Baker & Taylor, where we get credit for them to use towards new purchases or replacement purchases.
- Darby expressed gratitude for Karen's many years of contribution and leadership to the library.

### **Library Director's report**

- Technical Services Librarian Karen Jones will retire on March 23rd. We expect to post for her replacement this week.
- Substantial website updates have been made, many of them technical and invisible. The site has also been modernized—e.g., events, highlights, FAQs, etc. are front and center now.
  - This all happened at about 1/3 of the cost of a brand new website.
- Nice schedule of virtual events coming up. Planning now for a return of in-person events, especially with children.
- New named fund donation from Mayor Sheline to establish the Kazan Fund, to support books about Kazan, the Republic of Tartarstan, and Russia more generally.

### **Mayor Sheline re: fundraising**

- The mayor would like to see the establishment of a Development Committee to increase the size of the endowment and to support the Friends of the Library. Maybe establish a Board of Trustees endowment fund.
- Goal: Create a culture of fundraising on the board: set goals and get to work.
- The mayor suggested that since most City departments don't

have the ability to fundraise, the library should take advantage of this opportunity.

### **Review of draft library policies**

- Marcela shared a draft with the board prior to the meeting.
- She requests that Trustees review the document and send to her any questions, confusions, or suggestions that emerge by the middle of February so we can vote on the policy at the March meeting.
- Marcela flagged one section for discussion, which is the policy for challenges to programs. We don't currently have a policy for this. The proposed Reconsideration of Program form is modeled after the Reconsideration of Library Materials form and on reconsideration policies from other libraries. These appeals are supposed to come to the Board for a decision.
  - What should the process be when the Board is not in session (summer) or is unavailable within the timeframe necessary to render a decision?
  - Should we have the option to call a special meeting of the Board if needed?
  - Discussion produced consensus that the form should be submitted at least 14 days prior to the event, which would allow sufficient time for Board consideration of the appeal.

### **Review of year-end Library statistics**

- As we would expect, our door count and circulation numbers are down significantly, which is on par with what other libraries are seeing.
- That said, we are bouncing back from 2020.
- Ebooks and audiobooks use continues to increase.

- Digital language resources (Mango Languages) are also up during COVID.
- The last two years have been characterized by constant change, which helps explain some of the data swings.
- Still, we are probably seeing a small decrease in cardholders over time.
  - Ed: We need to think about how to get people reconnected to the library. A campaign of some sort.

### **Review of FY2023 City budget request**

- Marcela highlighted the most significant changes in the FY21 v. FY22 budget comparison report:
  - Photocopying, telephone, equipment repair or replacement, office supplies, Temporary Circulation position staffing hours, digital databases, book prices, minimum wage increase, cleaning contract, among other items
- Only proposing a few small capital items, like making some door conversions to increase quiet study or research spaces.
- LCIP: Asking for funding to update the Children's Dept. – a big ask, admittedly, but much needed. Less expensive to do this all at once rather than in drips and drabs over the years.

### **Nominating Committee Report and Election of Officers**

- On behalf of Dan Jenkins and herself, Darby nominated Mariah to serve as Board Chair and Marissa to serve as Secretary of the Board.
- Marcela invited nominations from the floor. None being heard, Sarah held votes:
  - Mariah Pfeiffer was elected Board chair by a unanimous

- voice vote.
- Marissa Deku was elected Board secretary by a vote of 8 affirmative votes and 1 abstention.

### **Old Business**

- Marcela reported that R.M. Davis will be happy to speak to our principles document in the March meeting.

### **Other Business**

- Mayor Sheline requested and took a group photo.

### **Adjournment**

- Sarah moved, Ed seconded, and all voted to adjourn, 7:09 pm.

### **Next Board Meeting: March 3, 2022**

Respectfully submitted by Darby Ray