

**Lewiston Public Library**  
Board of Library Trustees  
**October 6th Meeting – 5:30 PM**  
Minutes

**Trustees present:** Ed Barrett, Karen Choate, Elizabeth Clifford, Carl Sheline, Marissa Deku, Mariah Pfeiffer, Dan Jenkins

**Absent:** Barbara Benjamin-McManus, Sarah Gillespie, Darby Ray

**Staff present:** Marcela Peres, Steve Bouchard

**Called to order:** 5:30 pm

**Second Floor/Reference Report (Steve Bouchard):**

It has been a challenging year: some of the reasons were the increase of patron resistance to masking (when in place), unpredictable traffic patterns (computers, programs, and foot traffic), influx of teen patrons- good challenge! Many of the teens are new to the area and need to be reacclimated to behavior expectations.

Staffing Issues- 2.5 techs have left the 2nd floor this past year. Hiring committees have taken a lot of time away from other jobs.

Made many changes to the department including new signage and furniture placement has helped with behaviors. New desk layout has helped with clearer service points to avoid patrons coming around the desk. All Full Time staff now have an off desk personal work space and scheduled time.

The teen lounge is being used more and more since August of 2022. There is a need for quiet space for teens looking to work and some rearranging will be done in the teen stacks room to accommodate this need. Sound proofing has been ordered to help dampen the sound in the lounge space.

New public computer area is working well however the furniture layout is not great due to the fact that patrons are elbow to elbow at times. Tables will be replaced with the old carrels for more privacy done during the carpet closure. All of the computers are working now.

Goals-looking to use the programming room in more flexible ways. Laptops are on order. Hoping to start using it for teen programming in the next month or two.

Bendable Library- with help of grant funding and Maine State Library see the Reference desk sees great value in this project and will be working to use this newer service with patrons.

Community Hub (Goal is directing patrons to community services). Grant funding has ended through Community Concepts but the new model is to have different agencies reserve space to help patrons with a variety of needs. (Examples- Community Credit Union, Maine Career Center, Pine tree legal)

Newspapers.com will have back issues of the Sun Journal that have been digitized this will allow keyword searching which is a powerful new tool for patrons. At this time it is to be determined how it can be directly accessible to the public. Cost to license for just LPL vs. with the state or Auburn is being researched. Steve will check on years that will be available.

New technician has been hired. Has extensive background in adult programming. The split position is now full time in Childrens but there will be 12 hours of technician at the desk for Reference for a variety of needs.

### **Minutes of the September 1st, 2022 board meeting**

Motion: Carl

2nd: Ed

Vote: 6 yea, 1 nay Motion Carries

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

1. One vacancy for Children's Room Technician, 3 finalists. Hoping to have someone to start in early November.
2. Wholesaler outage is resolved with Baker and Taylor.
3. RFID 92% is fully tagged. Hoping to have a self-checkout system in place soon.
4. Carpet closure will be a little over a week at the end of October. Because the front area is being worked on LPLtoGo will not be offered. Board meeting will still happen. Phones/email will be available. There will also be staff training on cultural sensitivity, book repair, reader's advisory, non-english speakers, and working with unhoused populations.
5. Callahan Hall new screen was installed on October 5th, still needs to be wired and some sheetrock repaired.
6. Teen soundproof panels will be installed soon.
7. Service Desk Glass alterations - childrens will be removed. Other desks will stay in place.
8. Laptops are being purchased so it makes the old computer lab more flexible. Teen programs can be done on the same floor of the teen room.
9. Programming Content Concerns- complaints have been made on

social media but no formal reconsiderations have been made.  
(Examples: Mini expo BIPOC resource fair, Table top Program co-sponsorship)

### **APL Board report:**

- No September meeting. Mariah attended the August meeting. Big focus on fundraising. October 25th 8am- Mariah will check if non-present members if no one is available she will attend, Dan volunteered to attend the November 22nd at 4pm Meeting.

### **2022 Objectives Review:**

- Onboarding orientation plans are partially done. Still working on finalizing documents. Manuals for new hires for three different types of positions are being made.
- Because of the focus of training manuals are still being developed for the Adult Services especially about requests needing extensive help.
- RFID- almost complete- 92% is done.
- Diversity Audit- has been deferred. Feel collection policy needs to be updated first. (planned for 2023)
- Getting quotes on shelving. Once a vendor is picked they will be ordered.
- Lots of subcollection reorganization has happened but there is more to be done.
- Facilities Upgrades- all planned for 2023 according to city facilities including window upgrades on 2nd and 3rd floor.
- MIS- laptops are purchased, writing a plan for furniture (some from this year's endowments but some will still be needed).
- Children's modernizations about half of the cost is being covered by the city. Still to be worked on.
- Future Capital Projects- will request a 3rd quiet space next year. Teen dampening project has been ordered. Additional Furniture will be a phased project,
- LPL and Lewiston Public Schools to support literacy. Lots of work has been done. Is complete but still will be an ongoing project. Worked with 21st Century Programs including summer programming. Working on plans to get all raising 3rd graders library cards.
- Lewiston Read May 2022 was very successful. Complete. 800 copies were purchased and distributed.
- LPL Outreach close to being complete- job description is almost completed. Part time position. Press release is ready. Friends are looking to help deliver.

- Collaboration will be ongoing. But work has been done. All departments were a part of the Lewiston Read.

**Old Business:**

- Capital Campaign- Carl and Marcela spoke. Who may be someone to spearhead the campaign. Tell the library story. Would take work.
- Library and staff will be supportive but it needs to be the friends/trustees.
- Carl will be doing some work for the next meeting.

**Adjournment**

Motion: Ed

Second: Carl

Meeting Adjourned at 6:59

**Next Board Meeting: November 3rd, 2022**

Respectfully submitted by Marissa Deku