

Lewiston Public Library
Board of Library Trustees
December 1st, 2022 Meeting – 5:30 PM
Minutes

Trustees present: Ed Barrett, Karen Choate, Carl Sheline, Marissa Deku, Sarah Gillespie, Darby Ray, Elizabeth Clifford

Absent: Mariah Pfeiffer, Dan Jenkins, Babara Benjamin-McManus

Staff present: Marcela Peres, Katherine Webber,

APL Representative: Lisa Cesare, Minot Resident

Ed was nominated to be acting chair for tonight's meeting.

Called to order: 5:30 pm

Lending Services Department Report: Katherine Webber Reporting.

- Ben- New full time library technician came in in January.
- Pam- New page and also working on processing materials
- Moved non-fiction audiobooks to the 2nd floor
- Installation of the new carpet looks great.
- RFID is near completion and getting close to being able to have a self-checkout station.
- Inventory and weeding schedule on year 2, hopeful that can be completed by end of the year.
- Have been sorting through the 'basement' collection to figure out if things are worth keeping.
- Key Club members from Lewiston High School have been helping sort boxes to see if things can be sold back to Baker and Taylor (vendor) or recycling materials.
- Re-launching the Outreach program. A couple of volunteers are going to be helping to start out. Press Release is coming soon.
- New bathroom checking system to help for welfare checks. Signout sheet write down the time. This has been helpful as they have had to assist people in need.
- Staff have been calm during a few recent incidents in needing to get outside support.
- Katherine has been able to attend a Leadership Training through the City. Great opportunity for leadership skills to be gained and to work with Beth in Collection Services. Katherine also attended the Stop the Bleed Training to learn some additional training in First Aid.

Minutes of the November 3rd, 2022 board meeting

Motion: Darby

2nd: Karen

Vote: Unanimous

Library Director's report:

- Conducting search for part time library assistants. If there are not enough applicants/hires it could cause hours needing to be cut on when the library can be open.
- Book reach position is still vacant.
- Two new library pages have been hired for shelving or collection development department needs.
- Friends of the library have been helping as Volunteers for Outreach but also book sales.
- RFID- 99% of the circulating collection is tagged. Still think they will be done by the end of the month.
- Self-Checkout is coming soon!
- Some archive items may get tagged that are physically able to and/or higher interest.
- Carpet update- should be done in December. Backorder material is in but staffing has been issued for the installers.
- Sheetrock is still pending at Callahan. Window was damaged by a windstorm on November 30th.
- Teen Room Acoustics- have been fully installed
- Siding Repair will be part of the FY24.
- Adding WhoFi services with the MIS Department. Allows for more tracking of Wifi that is anonymous. (October 1,020 uses for 23 days, as of today 94 uses over 83 hours of the wifi). Wifi expands into parts of Kennedy Park.
- There has been an uptick with drug behavior downtown staff has been vigilant about keeping an eye out and has reported this to Lewiston PD as needed. There have been several criminal trespass warrants. Staff has asked but city insurance will not allow for narcan training/use by staff. Debriefs are happening after incidents.

Incoming/Outgoing Trustees:

Darby Ray and Ellizabeth Clifford are at the end of the 3rd cycle. Their last meeting will be in January

Dan Jenkins can re-apply to the role.

There are 3 positions open. Committee and board vacancy information will be coming out soon.

Holiday Closings for 2023:

Motion: Darby

2nd: Karen

Vote: Unanimous

APL Board report:

Working to hire a teen librarian, two recent finalists have turned it down due to salary. Staff has been supporting as Mamie has been out. Trustees have been a challenge as they have not been able to recruit. They are looking for at least 6 more specifically from Auburn and can not have any more from Minot. Working on Handbooks, trustees' handbook were updated and working on staff handbooks.

Fundraising will be starting up in January. Also looking at yearly reviews for the director. Lisa is going to share out to Marcela to share out to the board. APL was able to have the PPE loan forgiven. Were able to come to an agreement to give COVID monies to staff.

Old Business:

Children's Modernization Project Co-Chairs- this is about the children and not politics. Marcela has asked the Mayor to come up with two co-chairs who do not have a political background. Compassionate advocates. That the board reaches out to a consultant from the endowment to hire someone to bring advice to help/care. One parent and maybe one financial person. There has been a little stale of the plans at this point.

Adjournment

Motion: Darby

Second: Karen

Meeting Unanimous

Next Board Meeting: January 5th, 2023

Respectfully submitted by Marissa Deku