

Lewiston Public Library
Board of Library Trustees
February 2nd, 2023 – 5:30 PM
Minutes

Trustees present: Ed Barrett, Karen Choate, Marissa Deku, Sarah Gillespie, Dan Jenkins, Mariah Pfeiffer

Absent: Babara Benjamin-McManus, Carl Sheline

Staff present: Marcela Peres, Beth Almquist

APL Representative: Heidi McCurdy

Called to order: 5:30 pm

Collection Services Department Report:

- Beth has been on staff since Mid-April after Karen Jones' retirement from Fulltime last March
- Staff includes Josh (fulltime), two teen pages, two volunteers are moving into part time positions so new volunteers are coming on board.
- Collection services processes and prepares between 150-200 materials a week.
- Keeping up cataloging and processing (covers, stamps, security) can sometimes be behind depending on the week. Sometimes tasks are brought to other staff that can be brought to their work areas.
- Projects to Highlight from the past year:
 - physical rearrangement of the office space
 - provided a workshop for staff to learn mending procedures
 - Archival classes were taken by Beth especially to focus on the archival space to make sure materials are stored properly.
 - Worked with the archivist from Bates and Rick Speer on trying to organize the space.
 - Some material's housing may be concerned
 - Subject heading revisions committee is based on MINERVA group.

Minutes of the January 5th, 2023 board meeting

Motion: Dan

2nd: Karen

Vote: Unanimous

Library Director's report:

- Part time staffing is still an issue but many are moving onto Full Time positions at other libraries.
- BookReach Coordinator job is being offered to a candidate.
- Interviews for Building Monitors and Children's Technicians are happening

soon.

- Currently training two new p/t library assistants.
- Some additional staffing options/programs-
 - Two Bates Work Study Students
 - Next Step/Tree Street High School Student Intern
 - Workfare Clients partnership
- Collection Updates
 - RFID Under 3000 book remain
 - Goal is to have a self-checkout station by the end of February.
- Security
 - Seeing an increase in erratic behavior LPD and licensed social workers have been helping most of the issues have been with very new library patrons. Also working closely with City Hall as they have been inappropriate in both buildings.
- Library Programs-
 - More Callahan bookings which haven't been seen since early 2020.

Capital Campaign Update:

- Small group sat down with Victoria Stanton who was able to provide some insight to help planning next steps. She sent a list of services the Trustees may want to get help with a consultant is hired. The trustees will need to do a RFP for hiring a consultant. Next step would be for City Hall to advertise. Funds from the endowment would be needed to pay for consultants.

Motion: Ed: to spend up to \$35,000 for special project consultation and materials

- 2nd: Karen
- Vote: Unanimous.

Library Statistics:

More use of books is happening while the digital services are becoming lower as a post-COVID community is coming back to the library to use. Door Counts are up as well.

Ten year data - circulation has been down but this is a nationwide trend. Programs are up in the number being offered but also the a. Attendance. Library staff is rethinking some of the programming especially for adults in a hybrid setup as it seems many are still not returning for in person programs.

Review of the FY2024 City Budget Request:

Most of the increases in percentage increase are due to

Minimum Wage increasing and movement of hours between departments. Postage and van delivery fees and inflation changed some of the categories which are out of the control of the budget process. Some other higher costs are to MINERVA Dues and Security Gates RFID software package (annual software package) which are new for this year. Building Repairs- new items roof maintenance, exterior banner repairs, panel repair siding. March 28th is the workshop for the library budget.

Nominating Committee Report: Karen and Sarah reporting, Current officers are willing to be re-elect.

Election of Officers:

Secretary- Nomination Marissa Deku. **2nd- Dan, Vote: Accepted by all except Marissa Abstained**

Chair- Nomination of Mariah Pffier, 2nd- Karen, Accepted by all except Mariah Abstained

APL Board report:

- 3 board new members/ trustees. Still have a few vacancies.
 - grievance committee is working on handbooks and director's evaluation process
 - fundraising committee is working hard to community fundraisers. A June event is being planned.
 - L/A Community Read, Book was picked Maxi's Secrets Lynn Plourde
- March 28th

Old Business: none

Adjournment 7:20pm

Motion: Karen

Second: Sarah

Next Board Meeting: March 2nd, 2023

Respectfully submitted by Marissa Deku