

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

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

**Community Members:** Julie Colangelo, Tu Biederman

**Absent:** Babara Benjamin-McManus

**Staff present:** Marcela Peres, Katherine Webber

**Visitors from RMD:** Hugh Judge, Tim Malisa, John Doughty

**APL Representative:** none present

**Called to order:** 5:29 pm

**Investment Report:**

- General investment information: Inflation has decreased slightly recently but service prices have continued to stay high. About 11million job openings right now. Consumers are in good positions generally. Cautiously optimistic to the calendar year.
- Endowment Funds- Target vs actual allocation is within plans (70% Equaties/30%Fixed)
- Equaity Portfolio- allocations and actual are also within plans of he endowment.
- Some rebalaces have happened in certain catagories within the past few weeks but no new purchases.
- Returns: 5.6% Annualized return since January 2020. Cummlaltative return is 3.37% as of February 28, 2023.
- RMD will bring requested documents for Sepetember meeting.

**Minutes of the February 2nd, 2023 board meeting**

Motion: Ed

2nd: Dan

Vote: Unanimous by eligible voting members

**Library Director's report:**

- Budget season- city administrator will present on March 14th to the city council and the Library Budget workshop is March 28th.
- BookReach Coordinator and Building Monitor are being onboarded. BookReach Coordinator is also going to be working as a Children's Technician.

- Marcela's final day is April 5th. Katherine will be serving as the interim. Katherine, Marcela and City Administration will be meeting in the coming week to work out some plans.
- City Administrator will be putting out the search for a nationwide committee. Marcela has provided job boards to help widen the search pool.
- RFID tagging is completed.
- Self-checkout system is getting set up.
- Substance Abuse issues have continued and there have been some complaints are coming in writing to the Library. The PD has been here but can not be here at all times. The library is hearing people are staying away because of some of these issues especially older adults.
- Data is showing that adult programming is down but childrens and teens programs attendance is up.

#### **Endowment Fund Report:**

- Recommendation is to move the review to June of previous year vs Decemeber. The Endowment policy will need to be revised to do this. Ed will work on making a change and send it to the trustees before the April meeting for vote.

#### **FY 2024 Endowment Fund Budget:**

Highlights on a few changes: increase in A/V for childrens (especially playaways), Conferences are in person so cost has gone up for travel, trying to purchase some furniture for 2nd floor room especially the teen space.

- Motion: Marissa
- 2nd: Karen
- Vote: Unanimous by eligible voting members

#### **Capital Campaign Update:**

-Purchasing department is working on process for RFP. Marcela has a few recommendations for people who have worked with libraries in the past to reach out to once the RFP is ready. RFP will have a closing date of late March/early April. Ed and Mariah will be brought forward to City Administrator by Marcela for being a part of this process. Board members are to think about who they can ask as we move forward.

**APL Board report:** no member present. Mariah went to the meeting this past week. They are struggling to hire a teen librarian. They may need to fundraise in order to get someone to be able to increase the salary offered. Their next meeting is the budget workshop fo the library at Clty Hall so LPL will not be able to send a representative.

**Old Business: none at this time**

**Adjournment**

Motion: Dan

Second: Carl

**Next Board Meeting: April 6th, 2023**

Respectfully submitted by Marissa Deku