

**Lewiston Public Library**  
Board of Library Trustees  
**November 11th, 2023 5:30 PM**  
Minutes

**Trustees present:** Ed Barrett, Karen Choate, Marissa Deku, Mariah Pfeiffer, Sarah Gillespie, Julie Colangelo, Tu Biederman

**Absent:** Carl Sheline

**Staff present:** Joseph Houston, Katherine Webber

**APL Representative:** None present

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

Staff are having a rough time with the transition after the events of October 25th. Joey has been working with staff to make sure they have supports needed during this time.

**Minutes of the October 5th, 2023 board meeting**

Motion: Ed

2nd: Tu

Vote: Unanimous

**Evaluating Library Director:** Heather Hunter asked about the board to evaluate the director. Heather wants to make sure the Library Board and Joey's work are aligned. The board would like it to be a 360 review approach (feedback from staff, board and community) but this would not be a formal process as that is handled by the city. The board is inquiring about having some type of survey for all staff about the library director but also how things are going internally. Joey will ask Heather about doing a survey. Tu and Marissa are willing to put it together once we get the okay from the city.

**Annual Objectives of the Library:**

Motion: Marissa

2nd: Sarah

Vote: All in favor

**Board Appointment:** Ellen Hodgkins has been appointed but not sworn in as of the meeting. There is one vacant seat that we know of waiting on an update from Carl.

**Endowment Budget 2023:** Move to reaffirm budget for 2023 by Ed,  
Second by Karen, All in Favor.

**2024 Holiday Schedule:**

Motion: Marissa

2nd: Karen

Vote: All in Favor

**APL Board report:** No one was able to attend the past meeting. Karen is going in November. Mariah will check on December meeting date, Tu may be available.

**Director's Report:**

- November programs Great Falls Forum Maine Cabin Masters.
- No firm date there will be community meals with facilitated discussions around the events of October 25th. Tentative December 2nd and December 5th. Interpreters will be available.
- Maine Writers and Publishers program to be scheduled which would be a fundraising event for victims (maybe December 16th)
- Dinovember - Kids program November 29th
- Fundraiser update: Ed and Joey met with Heather for some clarifications on how the money will be processed. As long as the money fundraised has a clear message that it is going into the endowment and will be used for renovations or future needs of the children's room it is okay.
  - Before actively engaged in fundraising we acknowledge an ethics policy.
- Campaign Name - try to come with some names
- Facilities- windows are almost done.
- HVAC is moving along. Contractors are working public works but not directly with the library, communication has been a little hard. Scheduled to go into December at this point. The day units are installed the children's room may need to be closed. Joey will update once he gets that information.
- Security. November 13th is when staffing is starting.

**Adjournment**

Motion: Karen  
Second: Sarah  
All in favor 6:59

**Next Board Meeting: December 7th, 2023 5:30PM**  
Respectfully submitted by Marissa Deku