

**Lewiston Public Library**  
Board of Library Trustees  
**December 7th, 2023 5:30 PM**  
Minutes

**Trustees present:** Ed Barrett, Marissa Deku, Mariah Pfeiffer, Sarah Gillespie, Julie Colangelo, Ellen Hodgkin

**Absent:** Carl Sheline, Tu Biederman, Karen Choate

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

**APL Representative:** None present

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

**Minutes of the November 9th, 2023 board meeting**

Motion: Sarah

2nd: Ed

Vote: Unanimous

**Lending Services Report:**

- Lending Service Department's goal was to increase number of active patrons (As of the end of November new patrons registered in 2023 was 1,124. A 22% increase from last year.
- New and Existing patrons is close to pre covid numbers with a total 5,156 (14% of city population) still looking to add to the numbers.
- 200 new kid cards with new school registration system setup.
- Circulation: 80,000 physical and 10,000 of digital- increase in Cloud library but also physical books.
- Interlibrary loan is increasing as well.
- Averaging 180 people a day, still lower since COVID but number has increased. Normal decline for this time of year has happened.
- Fewer incidents on the 1st floor compared to last year.
- Bag policy and new security personnel are helping.
- Key and bathroom system has helped as well.
- Inventory and Weeding- a little behind because of other staffing needs. On track to do 50% of normal.
- Still working on getting the inventory off of spinners.
- Self checkout station- working with moving power to get this connected.
- Looking at updating computers at the circulation desk along with the peripherals.
- Outreach Program only have 2 participants. Have driver volunteers but

need to connect with more participants. Ideas were shared with Katerine from the board of outreach opportunities.

**Nominating Committee/Expiring Terms:**

- Ed, Sarah and Marissa term expires 1/9/2024 and will need to re-apply for appointment if interested. Ed is going to check if appointments are not made term continues.
- Nominating Committee: Karen and Ellen

**APL Board report:**

- Auburn is having a FUNraising event Dec 16. 9am to 3pm
- They are also working on finalizing a security plan - camera's and/or people to monitor their building after hours. They are having unhoused use their porches/porticos as sleeping areas and the security team would make sweeps over the evening to keep spaces clear.
- They are now fully staffed.
- They had an initial presentation of their budget for the next fiscal year.

**Director's Report:**

- Building Projects- HVAC installation has had some complications. Computer system still needs to be installed.
- Could be until January when the other units are installed before full control is turned over to the library which has been hard as temperatures have been inconsistent.
- The fire alarm company has brought up an issue that there is a part needs to be fixed. The alarms are still working internally. Joey is working with public works to fix and figure out how to modernize the system that is needed.
- Security person has been successful. Staff is feeling supported. Assimilation to the work of the library and what is needed has been successful. Still some things to work on: how to report out and the work that he is doing in the building.
- Staff Hiring- there is a collection services technician position that is available. Screening applicants.
- Survey for Children's Modernization Project - when it will be closed? Joey will let us know what the date. They had 39 responses. They are trying to get 100 responses.

**Other Business:**

Mariah spoke with Ben Treat (Library Director) from Bangor and they have security on staff. Gave some ideas how to evaluate and how to think outside of the box to get personnel within the building. Working with social work departments to do internship or practicum to take on some pieces in order to free up staff time.

**Adjournment**

Motion: Marissa

Second: Ed

All in favor 6:56

**Future Business:**

Budget for security for remainder of the winter

Reviewing information from Bangor

**Next Board Meeting: January 4th 5:30PM**

Respectfully submitted by Marissa Deku