

**Lewiston Public Library**  
Board of Library Trustees  
**January 4th, 2024 5:30 PM**  
Minutes

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

Citizens present: Tanya (waiting for being sworn in)

**Absent:** Ellen Hodgkin

**Staff present:** Joey Houston, Steve Bouchard

**APL Representative:** None present

**Called to order:** 5:31 pm

The Board acknowledges Sarah Gillespie for her 6 years of service to the board.

**Minutes of the December 7th, 2023 board meeting**

Motion: Sarah

2nd: Ed

Vote: All in favor

**Adult and Teen Services:**

- Teen services: Still in a transitional period with new Teen Librarian and there has been some serious behavior situations. Some long-term suspensions happened. Foot traffic has gone down substantially because of these suspensions.
- Kyle Breton is the new Teen Librarian. There was a 12-week period of time where there was no teen librarian so there is momentum to regain with the program.
- Kyle comes with lots of experience working with teens. There has been training focused on library tasks.
- Building security/monitors - 2nd building monitor has not been hired. Some staff are still uncomfortable but overall this is a safe building.
- Hiring a security guard has been successful. It has worked out very well. As they have two different perspectives have complimented each other. Have made each other's jobs easier.
- Having social workers would be a great addition as well.

- Some changes to scheduling Part-timers. This is the first year of not sharing a full-time technician. This has given the flexibility to schedule the end of the day for tasks of not covering the desk which has been helpful in accomplishing other tasks. This has also helped a lot as someone is already in the building when there is a need for coverage.
- Caitlin Ramsay has been here for 18 months now- Reference desk, website, and adult programming. Taking broad programming appeal. She is working on her MLS.
- The city made meeting room policy changes.
- The IDEA lab had a soft opening as a multi-purpose room. Still some furniture needs but was successful.
- Public computer policy is limited to 2 hours a day. Make them more accessible to more people.
- Finished updating the procedure manual.

#### **Nominating Committee/Expiring Terms:**

- Marissa as secretary.
- Tu as chair.

Motion: Karen

End: Carl

All in Favor

#### **Extension of Security Services:**

- Motion: Marissa to spend \$2,856 from the endowment
- Second: Ed
- All in Favor

#### **Amendment of 2024 Approved Holiday Closures:**

- Motion: Karen
- Second: Tu
- All in Favor

#### **APL Board report:**

- APL has an interim director, Donna Wallace.
- January 30th Mariah will attend at 4:30
- February 27th Tu will attend

#### **Director's Report:**

- Fundraising- the survey is now closed. There were about 60 responses.
  - Having trouble getting people to go to interviews.
  - Planning to be at the next board meeting- not sure if Zoom or in person.

- Surveying staff will happen through Joey.
- Final work for HVAC Wednesday of next week (January 10th).

**Adjournment:**

Motion: Carl

Second: Tu

All in favor

**Next Board Meeting: February 1st 5:30PM**

Respectfully submitted by Marissa Deku