

Lewiston Public Library
Board of Library Trustees
April 11th, 2024 5:30 PM
Minutes

Trustees present: Ed Barrett, Marissa Deku, Tu Biederman, Karen Choate, Strawberry Pinkham, Julie Colangelo, Tetiana Cherednichenko, Carl Sheline (present until 5:12)

Absent: Ellen Hodgkin, Mariah Pfeiffer

Staff present: Joey Houston, Beth Almquist

APL Representative: none present

Meeting called to order: 5:30 pm by Tu

Carl spoke about library hours and security concerns for budget talks. What would the board like to see? Discussion will be later in meeting. Carl excused to City Council Meeting.

1. Minutes of the March 7th, 2024 board meeting

Motion: Karen with revised date of APL meeting to April 23rd from April 30th.

2nd: Strawberry

Vote: All in Favor

2. Presentation by Collection Development

- Staff turnover- Josh left the city. Alex moved from Lending Services to Collection Development.
- Karen Jones is still working part time.
- Two pages and 3 volunteers helping with processing materials. Volunteers have been very helpful.
- Projects: found on children's floor (especially in non-fiction) were not cataloged in easy to find locations for kids so some shifting has happened to make it easier for kids to find books on related topics. Graphic novel series are now organized by titles on Children's as well.
- Beth has attended some seminars on archives but there is a large need for work to be completed in the archives. Some material is cataloged and stored correctly. However, many if not most materials are not cataloged. Beth is trying to spend time to record broad information on what information is stored where

but is not searchable. Archives include 'Lewiston Collection' (books written by Lewiston Authors or about Lewiston city records). There is also a large collection of city owned documents from the Mills that are in boxes.

- Needs- searchable index of what is in what each box. Boxes labeled correctly to quickly locate material. Volunteers that are interested and willing to support the project but having an archivist will be needed to make the collection fully accessible.
- Long Term- advocate that a trained person is needed instead of volunteers who can help with the broad pieces.
- Summer plan- Beth will be working on creating a disaster plan for the library but also the archives area.

3. Letter to Board

- Patron letter that they are banned from borrowing books due to the return of materials with bed bugs. Certification would be needed from an exterminator to reinstate lending.
- Tu will create a letter in response with procedure information and what is needed for the patron to have borrowing rights reinstated.

4. Board By-Laws Change

- Motion: Marissa
- Second: Ed
- Vote: All in favor

5. APL Board report:

- Joey- Director job has been posted for APL. Joey is willing to serve on the search committee unless there is an LPL candidate. Will be working on a list of things to include in MOU which is still needed with APL/LPL collaboration procedures which are not in writing.
- Nicole Rancort- community engagement has been happening a lot to get more people into the library. Tu has spoken with Nicole and is willing to help with ideas for LPL and capital campaign.

6. Director's Report:

a. Hiring update

i. Building Monitor/Security Contract

1. One building monitor has resigned. City hall agreed to use building monitor funds to pay for

the security contract to continue until July.

ii. FT Lending Services

1. Sarah Bennett started early April.

iii. Mac McPeake Endowment Fund

1. Bookreach volunteer who retired.
2. Family reached out for an endowment fund used specifically for Bookreach programming/materials.

b. City Council Budget Workshop

i. Joey made 3/26 presentation to the City Council.

1. Mayor Sheline is in support of security.
2. Motion by Ed: Board President write a letter to council for security as the priority to budget in order to support Joey's proposal.
3. Marissa - 2nd
4. Vote: All in favor.

ii. Hours: staff has created a workflow that has been manageable with the current staffing levels unless the budget is significantly increased it would be hard for staff to maintain the workflow.

1. The public wants more hours.
2. First concern is the security if open more hours.
3. Board members can reach out to city council representatives.

iii. Capital Campaign Current Tasks:

1. solidify campaign committee group
2. writing the case for the campaign
3. List of potential contacts
4. Dates for training are still to be determined

Adjournment: 7:33pm

Motion: Karen

Second: Strawberry

All in favor

Strawberry will be absent in May

Next Board Meeting: May 2nd, 2024

Respectfully submitted by Marissa Deku