

**Lewiston Public Library**  
Board of Library Trustees  
**October 3rd, 2024 5:30 PM**  
Minutes

**Trustees present:** Ed Barrett, Marissa Deku, Karen Choate, Mariah Pfeiffer, Julie Colangelo, Tu Biederman,, Ellen Hodgkin, Carl Sheline (Arrival 6:00pm)

**Absent:** Tetiana Cherednichenko, Strawberry Pinkham

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

**APL Representative:** Heidi McCurdy

**Community Members:** None present

**Meeting called to order:** Tu called meeting to order at 5:32pm

**1. Acceptance of Minutes for the September 5th board meeting**

Motion: Karen

2nd: Tu

Vote: 6 Yea, 0 Nay, 1 Abstention

**2. APL Board Report**

- Heidi McCurdy presents: Annual meeting was September 26th. Donna, new director asked the leadership team to give a year overview instead of a guest speaker. There was a good turnout
- One position is being hired to make APL fully staffed.
- Governess Committee has edited the employee handbook, approved by the board. Working on job descriptions right now.
- Looking to hire a strategic planner from the outside. A committee has been created to look at this.
- Committee created for the recruitment and onboarding of new trustees. Trying to figure out how to fill positions. Also looking to change the ratio of Minot and Auburn residents.
- Room policies are being updated.
- 1st trustee read as a group. Palaces of the People: How Social Infrastructure can help Fight Inequality, Polarization, and the Decline of Civic Life.
- To date: 55 cats have been adopted out of the program.
- APL Meetings LPL Reps: October 22nd: Mariah, November 26th: Tu.

**3. Adult and Teen Department Report (Steve Bouchard reporting)**

- Steve's last day is October 16th.
- Did not meet all goals and objectives this year. Management team has been busy with vacancies around the library.
- Kyle has adjusted well in the teen librarian position.
- Federal monies available through Androscoggin Broadband Coalition. Looking at grant monies available to help purchase hotspots for checkout- once new Lending services Librarian is on board this program will be worked on.
- National Digital Equity Center- trainers provided but LPL would provide the space. Great opportunity. Laptops still need to be configured and IDEALab to be used by the public. This will provide one more meeting room for space between Couture and Callahan Hall. IDEALab can accommodate 30-40 people.
- Public computers are working better after upgrades were made.
- Annual objectives: referrals directory (still working on this),
- Switch teen rooms- in process right now, mostly finished before Steve leaves.

#### **4. Campaign Committee Report (Ed Reporting)**

- Continuing to meet weekly with Alyssa
- One grant went out to the Margaret Burnham Trust.
- Organizing contacts with Alyssa to give to board and other members to follow up with.
- Please continue writing letters.
- Letter writing party on 10/22 5:00-7:00pm. Postage can be done through the library.
- Sarah created a graphic for goal tracking. Bookmarks are also available.
- Some parts of the website are updated- donation page, friends, support. All mention capital campaign information. The front page still needs to be updated which Joey is working on.
- Kickoff Event December 14th 11am-2pm.

#### **5. Evaluation of 2024 Annual Objectives**

- Develop a referrals directory to assist Reference Desk staff in answering challenging referral-type questions that come up on a semi-regular basis. (In progress- carry over)
- Finalize and launch Children's Room Renovation fundraising campaign. (In progress- carry over)
- Switch the location of the Teen Lounge and Teen Collections Room to improve sightlines, noise control, and to allow for expansion of popular Teen collections. (will complete in

October)

- Connect with our senior community through better relationships at assisted living facilities, senior housing, and expanding the Outreach program. (In progress- carry over)
- Develop plan for providing children's materials and services during department renovation. (Mostly completed waiting on construction timeline needs)
- Implement more baby and toddler programs to engage with new families and provide parenting resources. (Accomplished but will also continue)
- Create a Library-wide disaster plan for archival restoration and preservation. (In progress- still needs to be finalized)
- Analyze and expand offerings of digital resources. (Working on Budget request for next year)
- Improve community awareness of special collections, services, and partnership opportunities. (Carry over)
- Introduce new types of borrowing materials to reduce barriers to accessing information. (some progress- Children's Large Print and looking to add hot spots)

## **6. Director's Report:**

- a. Policy Review: Patron Rules of Conduct. Updated but still in lawyer's hands on legal terminology. Joey will bring it back once the City Lawyer has reviewed it.
- b. Lending Services- November 7th is the prospective start date. Waiting for name release as they are still in progress.
- c. Adult Services Library Technician- Whitney is moving from P/T to F/T.
- d. Building Monitor- no new applicants.
- e. Adult Services Librarian- Job offer has been made and will be in touch next week. Hoping for November start date.
- f. Deputy Director - Sara Turner was elevated to position.
- g. HVAC- system has been working okay but the weather has been in a good range. Things still to investigate before May.
  - i. Mayor Sheline- met with staff at Public Works and they committed to have a 3rd party to look into the system.
- h. Endowment- have not heard back from RM Davis. Joey will follow up with them about any changes that need to be made to the endowment.

Other Business:

Strawberry, Karen and Mariah terms are done in 2025. Expires Tuesday January 7th, 2025. Will need to be re-appointed.

**Adjournment: 7:02pm**

Motion: Karen

Second: Mariah

All in favor

**Next Board Meeting: November 7th, 2024**

Respectfully submitted by Marissa Deku