

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

**Trustees present:** Ed Barrett, Marissa Deku, Karen Choate, Ellen Hodgkin, Mariah Pfeiffer, Strawberry Pinkham, Julie Colangelo, Carl Sheline

**Absent:** Tetiana Cherednichenko, Tu Biederman

**Staff present:** Joey Houston

**APL Representative:** Nicole Rancourt

RM Davis Representative: Tim Malisa

**Meeting called to order:** Mariah serving as chair called to order at 5:30pm

**1. Acceptance of Minutes for the June 6th, 2024 board meeting**

Motion: Karen

2nd: Strawberry

Vote: Unanimous

**2. RM Davis Report**

- Endowment- The market is up about 15%.
- To date, this year's endowment is at about 10.7%

**Ethical investments policy**

- Ed: Civil group came to the city for information about investments. The library is the only endowment that the city has ownership of. Two companies specifically that are concerned of but they have also brought about 100 more companies that are also of concern.
  - Question- what is our policy on ethical investments?
  - Tim will get a list of companies that RM Davis has specifically deemed as companies they will not invest in and get to Joey. .
  - The library trustees will work on a formalized policy.
  - Marissa, Mariah and Ed will work with information provided by Tim to create an investment policy to bring back to the full board.

**3. APL Board Report**

- Nicole reporting- hiring for the position that Donna vacated when she became director however the job description needs to be more concrete.
- A/V fees still to be decided now that LPL does not have fees.

- A meeting between Donna and Joey is happening soon to help solidify policies. .

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

- Wright Collective provided a Phase 3 proposal
  - i. Agreement with Wright Collective. A few small issues that need to be adjusted in the agreement- (FOAA, Book Mobile, start date of the agreement covers because initial training was within first agreement, review schedule with details). Joey has already spoken to and the Wright Collective has agreed to these pieces being revised..

Motion: Marissa to approve the use of campaign funds to pay for services.

Second: Carl

Vote: All in favor

Joey: Donation management software is live but still working on the “look” of the page. He will send it to the board. There is a cost for the support package but the website cost is free. Recurring gifts are an option.

#### **5. Director’s Report:**

- a. Hiring updates
  - i. 5 employees offers have been made to 3 Part Timers, a Building Monitor, and Lending Services Librarian (8/8).
- b. Circulation and Fines Policy
  - i. AV fees are out of the policy. Joey will do work with clerk’s office to find out which policies the council has oversight on.
- c. Staff meeting 7/16/24
  - i. No one is able to attend.
- d. Humidity
  - i. Temperatures and Humidity levels are extremely high. There was water damage to the books due to the humidity level. The carpet was also damaged in the basement. The system is not keeping up with the humidity level (Johnson controls- new issues keep arising). Joey is trying to get an answer and get things fixed with Public Works and City Administration.
- e. State Library Van Delivery
  - i. The appeal has ended and defeated so they can move on with the new bidder. There is no update on the timeline. This new service they have been serving other states in

the same manor.

- f. Bates Letter of Interest – Long-term loan agreement
  - i. Materials from the archives they would like to use for teaching resources. Bates is prepared to do work within the archives for the things being loaned (cataloging, organizing and storage). This would be a Multi-year loan to be housed in the Muskie Archives. Joey will send the letter to the board. Joey will also talk to Brian about the material loan.
- g. July 19th- Contra Dance at Callahan Hall to fundraising. Suggestion \$15 to \$25 Donations. Starts at 7pm.

**Adjournment: 7pm**

Motion: Ed

Second: Carl

All in favor

**Next Board Meeting: August 1st, 2024**

Respectfully submitted by Marissa Deku