

Lewiston City Library
Library Board of Trustees
Regular Meeting | February 17, 2021
Event Space

1. Call to Order: Meeting was called to order at 5:02 pm by Chair Dr. Andy Hanson
Trustees Present: Dr. Andy Hanson, Diana Ames, Dani Hayes, Pam Howard
Trustees Absent: Wayne Hollingshead
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino,
Technologies Librarian Bonnie Gardner
Councilor Liaison Absent: Bob Blakey
2. Recognition of Visitors
 - a. Marsha Creason - Lewiston Library Foundation President
3. Approval of additions and deletions to agenda, if any
 - a. None
4. Public Comment and correspondence
 - a. L. Johnson reported that the library received a letter and cash donation in memory of Mary Jacobs Heuseinkveld from her sister.
5. City of Lewiston Council Report
 - a. None
6. Library Foundation Report
 - a. M. Creason reported that construction is still ongoing on the Rooftop Gallery.
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: January 20, 2021
 - b. Review of Statistical Report
 - c. Approval of Statement of Expenses
 - i. D. Ames suggested that an asterisk should be added in the months that the library was closed with an explanation for future reference.
 - ii. Diana Ames moved to approve the consent agenda documents and Dani Hayes seconded. All in favor. Motion passed.
8. Committee Reports
 - a. Art Committee
 - i. The Committee met in February to discuss an upcoming grant that Adult Services Librarian Barrie Olmstead is working on. L. Johnson noted that the Committee is considering new artwork to display.
9. Director's Report
 - a. Library Technology Update, Bonnie Gardner, Technologies Librarian
 - i. B. Gardner discussed the completion of BTIP (Library Broadband Improvement Plan) which resulted in the library providing twenty-four hour WiFi coverage

outside of the library. This also resulted in a technology inventory completed by library staff. B. Gardner added that the library is beginning to use an asset management system to better keep track of all library asset items.

- ii. B. Gardner reported that the Library received a grant from the State of Education for STEM learning. B. Gardner added that this will result in the addition of a mobile laptop lab which will initially be used to provide STEM education and may be used to increase the variety of programming that the library can offer. L. Johnson added that the laptop lab will include the Avista laptops that Marsha Creason, Foundation President, had received through a grant. The laptops will have DeepFreeze installed, a program that allows the computer to be erased after every use.

b. Personnel - Lead Library Assistant & Reorganization

- i. L. Johnson reported that there were over 30 applications for the open Lead Assistant position and that she is currently reviewing and hopes to launch into interviews by next week. She added that the step increases to the Admin Assistant and the Leads Assistants will come into effect next pay period.

c. Policy - Security Camera Policy

- i. L. Johnson believes that the library should have a policy so people know that we have cameras and who would have access to the video recordings. Discussion was held on what the process would look like if someone were to request video access. It was suggested for City Attorney J. Gomez to review the policy before moving to a first reading next month.

d. Grant Awarded

- i. L. Johnson said that B. Gardner wrote and won a grant from the State of Education as mentioned previously and D. Allen was awarded a Summer STEM Grant through the Idaho Commission for Libraries.

e. Noon Opening March 24 for Professional Development

- i. L. Johnson reminded the Board that the library will close at noon on March 24 for professional development as previously approved.

10. Unfinished Business

a. Request for Funds from Foundation for Rooftop Project - Action Item

- i. No request at this time.

b. Approval of Moving Funds from Trust to Capital Cash Accounts - Action Item

- i. None.

c. Approval of Rooftop Construction Project Expenses - Action Item

- i. None.

d. Items Moved from Consent Agenda - Action Item

- i. None.

11. New business

a. Building Improvements Priorities & Capital Funds

i. South Side Awning

- 1. L. Johnson said she contacted Mangum Construction and City facilities in regards to painting the awning and they turned down the opportunity. L. Johnson added that she hasn't contacted any other outside contractors and

mentioned pushing this project to next year in order to include it in planning for the upcoming budget.

ii. North East Windows

1. Library staff noticed that there was water coming inside of the north east facing windows. After taking a closer look, they noticed that the exterior plywood is disintegrating. L. Johnson said a quote was requested from Mangum Construction and they estimate a figure of \$2,500 to get it taken care of. L. Johnson added that she checked with Katie Hollingshead who let her know the total cost for the permit would be only \$1 to have it on record.

iii. East Facing Second Floor Windows

1. L. Johnson reported that the final trim work for sealing the windows still needs to be completed by City Facilities. The estimate for the cost of this project is approximately \$1,000.

b. Furnishings for Rooftop Gallery - Action Item

- i. L. Johnson presented five furnishing options for the Rooftop Gallery. The options include one from Demco, Home Depot, and a local vendor. Discussion was held on the different options and what combination would work best for the Rooftop Gallery.

1. Dani Hayes moved to allow the library director to come forth at a future meeting for rooftop furnishings and budget. Diana Ames seconded. All in favor. Motion passed.

c. Proposed Surplus Material - Action Item

- i. L. Johnson presented a list of surplus items to sell and to surplus.

1. Diana Ames moved to release the items on the surplus to sell list to the city for auction or disposal and Dani Hayes seconded. All in favor. Motion passed.

d. Draft Job Description for Library Board Members

- i. L. Johnson presented the Board with a new trustee job description. A. Hanson asked for some time to review the document and to come back to it at a future meeting for discussion.

e. WIOA Department of Labor Partnership - Action Item

- i. L. Johnson told the board that Amanda Shaffer reached out to the Library to offer the library a youth intern or another position to work under the workforce program. An MOU is required, which L. Johnson sent to the City Legal Office for review. It was advised that both the Board Chair and City Manager agree to the MOU.

1. Diana Ames moved to allow the director to move forward with the youth internship and the work experience program through IDL to get help staff needed for specific projects. Dani Hayes seconded. All in favor. Motion passed.

12. Schedule of Upcoming Meetings

- a. Regular Meeting: March 17, 2021
- b. Regular Meeting: April 21, 2021

13. Adjournment

- a. The meeting was adjourned at 6:24 PM