

**Lewiston City Library**  
**Library Board of Trustees**  
**Regular Meeting | April 21, 2021**  
**Event Space**

1. Call to Order: Meeting was called to order at 5:03 pm by Dr. Andy Hanson  
Trustees Present: Dr. Andy Hanson, Diana Ames, Dani Hayes, Wayne Hollingshead,  
Trustees Absent: Pam Howard  
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino,  
Library Page Annika Lifvenborg, Lead Assistant Alex Scalise  
Councilor Liaison Absent: Bob Blakey
2. Recognition of Visitors
  - a. None
3. Approval of additions and deletions to agenda, if any
  - a. None
4. Public Comment and correspondence
  - a. L. Johnson said she sent out a thank you letter to Mr. Todd Maddock as his donation was received recently. The library also received a thank you card for quality service from a patron.
5. City of Lewiston Council Report
  - a. Bob Blakey was not present to provide a report.
6. Library Foundation Report
  - a. M. Creason was not present and a report was not provided.
7. Consent Agenda - Action Item
  - a. Approval of Minutes of Previous Meetings: March 17, 2021
  - b. Approval of Art Committee Minutes: January 21, 2021
  - c. Review of Statistical Report
  - d. Approval of Statement of Expenses
    - i. Wayne Hollingshead moved to approve the consent agenda and Diana Ames seconded. All in favor. Motion passed.
8. Committee Reports
  - a. Art Committee Board Liaison
    - i. L. Johnson informed the board that P. Howard has requested to resign from the art committee. L. Johnson asked if another board member is interested in joining the committee. Diana volunteered to be the temporary board liaison until a permanent member can be placed.
9. Director's Report
  - a. Staff Member Introduction

- i. L. Johnson introduced Alex Scalise, a Lead Library Assistant and Annika Lifvenborg, a library page, to the Board. Alex said she supervises circulation staff and handles the daily schedule.
    - ii. Annika L. introduced herself as a library page and added she had been a page for almost two years. Annika Lifvenborg presented information about the TAG (Teen Advisory Group) to the Board. She went over what the group has done this past year and what they have plans to implement in the future.
  - b. America Rescue Plan Act & Build America's Libraries Act
    - i. L. Johnson reported that ARPA has resulted in the Idaho Commission for Libraries receiving funds from the Federal Government, if approved by JFAC, which will be made available to libraries through grants. The funds cannot be used for construction but could possibly be used for an outreach vehicle. L. Johnson
    - ii. L. Johnson stated that Build America's Libraries Act is a national bill which hasn't been approved yet although is sponsored in both the House and Senate. The five billion dollars in funds it would make available are intended to be used for repair and modernization of America's libraries.
    - iii. L. Johnson requested the Board's support in pursuing a vehicle of the sprinter van size to be used as an outreach vehicle through grants. A. Hanson asked if L. Johnson could bring it forward for next month with a possible plan.
  - c. FY 22 - 23 Budget
    - i. L. Johnson presented the board with a 2021 budget update and reviewed the next steps for the upcoming budget cycle of fiscal year 2022 - 2023. She reviewed the hourly budget with the City finance department and has requested a 24 hour library assistant that is within the budget.
  - d. Board Member Terms
    - i. L. Johnson wanted to remind the Board that the next month is the annual meeting and shared when each members' term is up.
  - e. Building Exterior
    - i. L. Johnson reported that she met with Katherine Kirk, director of the Idaho Heritage Trust to discuss the condition of the building exterior. Further documentation was sent to Katherine and she is consulting with Fred Walters. L. Johnson noted that there are grants available in our region from the Idaho Heritage Trust that could cover part of the planning and remediation of the exterior brick.
  - f. Camera Installation
    - i. L. Johnson presented a map of the security location for the 13 security cameras that were installed by Hells Canyon Electric. The cameras are not live yet as IT and Hells Canyon still need to come back and adjust the cameras as needed. L. Johnson commented that she won't have the cameras live until the proper signage is installed.
  - g. Best Practices - Advocacy & Marketing Update
    - i. L. Johnson provided an update on the methods that the library uses to promote programming and services that we provide for the community. She indicated that the library is making an effort to take part in more national promotional campaigns. L. Johnson asked the Board if there are any other organizations that she would like for the Library to join aside from the ones listed in her

presentation. D. Ames brought up the YWCA and Beautiful Downtown Lewiston as possible groups to join in the future. W. Hollingshead brought up the Boys and Girls Club. Further discussion was held on other groups that could be available to join in.

- ii. L. Johnson asked how the Board would like to know about campaign initiatives and the Board responded that they would like to know of initiatives by email.

#### 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. Furnishings for Rooftop Purchase - Action Item
  - i. Diana Ames moved to have Lynn Johnson go ahead and purchase the proposed furnishings for the rooftop as shown on the brochure presented. Dani Hayes seconded. All in favor. Motion passed.
  - ii. Diana Ames moved to amend her motion of rooftop furnishings that the \$7900 would come out of the capital expenditures account. Dani Hayes seconded.
  - iii. Diana Ames moved to amend the amended motion to approve the purchase of library rooftop furnishings from the libraries capital funds up to \$8000 and Dani Hayes seconded. All in favor. Motion passed.
- e. Amendment to Security Camera Policy - Action Item
  - i. Wayne H. moved to approve the amended security camera policy and D. Ames seconded. All in favor. Motion passed.
- f. Space Usage Policy Review
  - i. L. Johnson presented the board with the meeting space usage policy. A. Hanson requested that the Board members review the policy before the next meeting in order to determine whether they feel changes need made or not.
- g. Items moved from Consent Agenda - Action Item

#### 11. New business

- a. Budget amendments - Action Item
  - i. L. Johnson informed the board that there will be an amendment request that will be sent to City Council for approval as we have received more donation and grant revenues than originally anticipated.
- b. Annual Meeting Agenda Topics - Action Item
  - i. L. Johnson asked the board if there are subjects that they would like to be added for discussion at the annual meeting. W. Hollingshead asked for further best practices presentations for the Board and continued staff introductions were requested by D. Ames.

#### 12. Schedule of Upcoming Meetings

- a. Annual Meeting: May 19, 2021
- b. Regular Meeting: June 16, 2021

13. Adjournment

- a. The meeting was adjourned at 7:05 pm.
  - i. Wayne Hollingshead moved to adjourn the meeting and Dani Hayes seconded.  
All in favor. Motion passed.