

**Lewiston City Library**  
**Library Board of Trustees**  
**Annual Meeting | May 19, 2021**  
**Event Space**

1. Call to Order: Meeting was called to order at 5:01 pm by Dr. Andy Hanson  
Trustees Present: Dr. Andy Hanson, Pam Howard, Diana Ames, Dani Hayes, and Wayne Hollingshead  
Trustees Absent: None  
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino, Lead Library Assistant Darin Garr, Library Assistant Carolyn DeBerard  
Councilor Liaison: Bob Blakey
2. Recognition of Visitors
  - a. Marsha Creason - Lewiston Library Foundation President
3. Approval of additions and deletions to agenda, if any
  - a. Noted on 13.a it should say regular meeting and not annual meeting.
4. Public Comment and correspondence
  - a. Two thank you cards were shared that had been received.
5. City of Lewiston Council Report
  - a. B. Blakey said the department is in the middle of budget season and councilors are getting prepared to listen to every department present.
6. Library Foundation Report
  - a. Marsha Creason reported that the Rooftop Gallery project is down to the outside punch list. She added that the Foundation is excited about wrapping up the project. The gala has been set for October 2nd of this year. L. Johnson received a notice to review the final punch list this Monday for possible completion.
7. Consent Agenda - Action Item
  - a. Approval of Minutes of Previous Meetings: April 21, 2021
  - b. Review of Statistical Report
  - c. Approval of Statement of Expenses
    - i. Wayne Hollingshead to approve the consent agenda and Diana Ames seconded. All in favor. Motion passed.
8. Election of Officers -
  - a. Wayne Hollingshead nominated Dr. Andy Hanson to be the chair of the Library Board for another year and Diana Ames seconded.
  - b. Wayne Hollingshead would like to nominate Diana Ames to be the vice-chair of the Lewiston Library Board. Dani Hayes seconded.
  - c. Will vote in June due to not listed as an action item.
9. Committee Reports
  - a. Art Committee

- i. The Art Committee will meet next week on May 27.

## 10. Director's Report

- a. Staff Member Introduction
  - i. Lynn Johnson introduced Carolyn, a Library Assistant and Darin, a Lead Assistant.
- b. ARPA Funds, Grants & Outreach Discussion
  - i. Discussion was held on the funds and possible options for an outreach services vehicle. Other uses for the funds were discussed as were what is not allowable per grant guidelines. L. Johnson asked for the board's permission to move forward with grants for a possible vehicle based on outreach numbers.
- c. Camera Installation Update
  - i. L. Johnson reported that the cameras are all live and on. L. Johnson said that she is the only library staff member that has access to the viewing portal.
- d. Strategic Plan Update
  - i. L. Johnson informed the board that the strategic plan has been moved into a software program that other city departments are using as well. She provided an update on the first goal and its tasks. L. Johnson said she will break down the remaining goals and discuss progress or actions needed each month as there are five more to go over.
- e. Rooftop Grand Opening
  - i. L. Johnson said that we are hoping to have the ability to occupy the Rooftop Gallery by June 7th in order to use it for Summer Reading sign up and to have an open house on June 10th. The board was okay with doing the opening on that date if occupancy is allowed.

## 11. Unfinished Business

- a. Request for Funds from Foundation for Rooftop Project - Action Item
  - i. Diana Ames moved to request \$5,510 for Rooftop construction expenses and Dani Hayes seconded the motion. All in favor. Motion passed.
- b. Approval of Moving Funds from Trust to Capital Cash Accounts - Action Item
  - i. Diana Ames moved to approve to transfer the funds from the trust account to the capital account in the amount of \$5,510 dollars and Pam Howard seconded. All in favor. Motion passed.
- c. Approval of Rooftop Construction Project Expenses - Action Item
  - i. Dani Hayes moved to approve the Rooftop construction expenses in the amount of \$5,510 dollars and Pam Howard seconded. All in favor. Motion passed.
- d. Space Usage Policy Review - Action Item
  - i. Discussion was held regarding the Meeting Space Usage Policy and how to move forward now that the library has the Rooftop Gallery and performance center. Some board members were in favor of removing the portion of the policy that allowed for public use outside of normal open hours unless partnering with the library for the event.
    1. The board will continue this discussion at the next meeting.
- e. 2022 Budget - Action Item
  - i. L. Johnson presented the board with the 2022 budget proposal minus staffing. L. Johnson described her requests for the staffing portion of the budget but did not

have numbers from finance yet. L. Johnson did a rundown of the library revenue and expenses account. The budget was presented in comparison to Best Practices. Discussion was held on possible future expenses related to building maintenance.

1. Wayne Hollingshead moved to approve the capital request of \$115,000 for the 2022 budget year and to move forward with potential specifics as the budget process proceeds. Diana Ames seconded. All in favor. Motion passed.
- f. Mangum Construction - Windows Update
  - i. L. Johnson informed the board that this project has not been started and Lynn will nudge them to start as soon as Rooftop is completed.
- g. Items moved from Consent Agenda - Action Item
  - i. none

## 12. New business

- a. Bylaw Review
  - i. Dr. Andy Hanson asked the board to review this at a later meeting.
- b. ALA Statement Review
  - i. L. Johnson presented this to the board to review at their annual meeting.
- c. Policy Development & Review Process
  - i. L. Johnson told the board that there are a few policies to review coming up. This includes the internet policy that has to be reviewed every three years by law. L. Johnson asked the board how they want to move forward with reviewing policies or if they want to follow the same pattern. A. Hanson suggested doing special meetings for policies in order to review policies and take the time to go over them and in order to allow for quick approvals during regular meetings.
- d. Rooftop Procedures - Action Item
  - i. L. Johnson went over Rooftop Procedures with the board. She reviewed library procedures for other libraries with rooftop spaces as well.
    1. Diana Ames moved to approve the procedures for the Rooftop with the understanding that we will add to them as the use of the Rooftop gallery evolves. Dani Hayes seconded. All in favor. Motion passed.
- e. Process for Recruiting New Board Members
  - i. L. Johnson checked with K. Ravencroft about the process of recruiting board members and she was informed they technically don't have to advertise if they have an interested party since it has been so hard to find volunteers. The board felt they should advertise formally and by word of mouth. They would like to get all applications in by the middle of June and at the end of June conduct interviews. The proposed new member could then go to the Council for approval in early July and join the Board at the July meeting.

## 13. Schedule of Upcoming Meetings

- a. Regular Meeting: June 16, 2021
- b. Regular Meeting: July 21, 2021

## 14. Adjournment:

The meeting was adjourned at 7:21 pm.