

**Lewiston City Library**  
**Library Board of Trustees**  
**Regular Meeting | June 16, 2021**  
**Event Space**

1. Call to Order: Meeting was called to order at 5:00pm by Dr. Andy Hanson  
Trustees Present: Diana Ames, Pam Howard, Dani Hayes, and Dr. Andy Hanson.  
Trustees Absent: None  
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino,  
Adult Services Librarian: Barrie Olmstead  
Councilor Liaison Absent: Bob Blakey
2. Recognition of Visitors - none
3. Approval of additions and deletions to agenda, if any - none
4. Public Comment and correspondence
  - a. A thank you letter was received from a patron who was thankful for staff help on a project.
5. City of Lewiston Council Report - none
6. Library Foundation Report -
  - a. The Foundation reported that the open house for the Rooftop Gallery went well.
  - b. M. Creason also reported that the Foundation has sold an additional 4 tiles and expressed her thanks to the Board for their support for the Foundation and the Rooftop project.
7. Consent Agenda - Action Item
  - a. Approval of Minutes of Previous Meetings: May 19, 2021
  - b. Review of Statistical Report
  - c. Approval of Statement of Expenses
    - i. Diana Ames to approve the consent agenda as present and Dani Hayes seconded.  
Motion passed.
8. Election of Officers - Action Item
  - a. Dani Hayes moved to approve the officers appointed in May's meeting, Andy Hanson as Chair and Diana Ames as Vice Chair. Pam Howard seconded. All in favor. Motion passed.
9. Committee Reports
  - a. L. Johnson asked if a Board member could be a liaison to the Lewiston Library Foundation. A. Hanson offered to participate in the upcoming Foundation meeting.
10. Director's Report
  - a. Staff Member Introduction
    - i. B. Olmstead introduced herself as the Adult Services Librarian and has noted she has been here for three years. She went over her upcoming Summer programs.

- b. Strategic Plan Update
  - i. L. Johnson provided an update on the strategic plan regarding the library collection, progress made and needs.
- c. Grants Update
  - i. L. Johnson reported that she presented LCCU with a project proposal for the Outreach Services Vehicle project after she and C. Olive met with them.
  - ii. L. Johnson has also submitted a grant request to ICFL for the ARA grant for \$125,000 for the Outreach Services Vehicle.
  - iii. L. Johnson reported that a Lewis Clark Valley Healthcare Foundation grant was received for making the library more accessible for all in the amount of \$4,764.
- d. Best Practices
  - i. L. Johnson provided an update in regards to the Collection Best Practices document from the Idaho Commission for Libraries, describing both what we do well and what we could focus on in the future.
- e. 2022 Budget Update
  - i. L. Johnson reported that she just received the 2022 budget report from finance and she will be presenting at the upcoming City Council meeting on June 29th.

#### 11. Unfinished Business -

- a. Mangum Construction - Action Item
  - i. They continue to wrap up the Rooftop and have not begun on the window project.
- b. Establish Dates for Policy Work Session
  - i. Plan will be to discuss a draft policy presented to the Board, to review other examples, then request Legal advising if needed, and then adopt a final draft. No extra meetings will be scheduled at this time.
- c. Bylaw Review - Action Item
  - i. Diana Ames moved to change the wording of maintaining adequate books to library materials on page 3, section V, c 3 and Dani Hayes seconded. All in favor. Motion passed.
- d. Items Moved from Consent Agenda - Action Item

#### 12. New business

- a. Update to Security System - Action Item
  - i. L. Johnson reported that a maglock was added to the Rooftop door allowing for remote control of the lock, which we are not set up to control at this time. Access is only available on site through software that the previous library Technology Librarian had access to. L. Johnson noted that an updated contract for remote access to the security system was offered by the current company. This contract would increase the commercial monitoring bill from \$36 a month to \$65.
    - 1. Diana Ames moved to approve the Moon Security contract as presented and Pam Howard seconded. All in favor. Motion passed.
- b. July 5 Holiday Closure - Action Item
  - i. Diana Ames moved to close the library on the 5th of July and Dani Hayes seconded. All in favor. Motion passed.

13. Schedule of Upcoming Meetings

- a. Regular Meeting: July 21, 2021
- b. Regular Meeting: August 18, 2021

14. Adjournment:

The meeting was adjourned at 6:22 pm.