

Lewiston City Library
Library Board of Trustees
Regular Meeting | August 17, 2022
Community Room

1. Call to Order: Meeting was called to order at 5:30 pm by Diana Ames
Trustees Present: Diana Ames, Trisha Decker, Rebecca Snodgrass, Josh Brown
Trustees Absent: Andy Hanson
Councilor Liaison: Rick Tousley
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino,
Youth & Outreach Services Librarian Brad Glover
2. Recognition of Visitors
 - a. Brad Glover - Adult & Outreach Services Librarian
 - b. Marsha Creason - Library Foundation Chair
3. Approval of additions and deletions to agenda, if any - None
4. Public Comment and correspondence
 - a. Cards of appreciation were shared.
5. City of Lewiston Council Report
 - a. R. Tousley presented his report to the Board of Trustees which included the most recent city council discussion of the potential new fire station, open houses and the departures of City staff members.
6. Library Foundation Report
 - a. M. Creason reported that the Foundation has sought out bids for the remaining partitions needed to complete the second floor computer lab and performance space. The Foundation would like to contribute to their purchase and is requesting support from the city. M. Creason had received bids in 2020 and recently received an updated bid that reflected a large increase in the cost. She included that the Foundation is planning a gala in Spring.
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: July 20, 2022
 - b. Approval of Art Committee Meeting Minutes: July 21, 2022
 - c. Review of Statistical Report
 - d. Approval of Statement of Expenses
 - i. Trisha Decker moved to approve the consent agenda as amended, including that she was present at the July 20 meeting, and Rebecca seconded the motion. All in favor. Motion passed.
8. Committee Reports
 - a. D. Ames said that the Art Committee met recently and discussed potential artists for this year's Art Walk. D. Ames has requested the Art Committee expand its member size and include roles for committee members.

9. Director's Report

- a. Introduction of Adult & Outreach Librarian, B Glover
 - i. L. Johnson introduced Brad Glover, our new adult & outreach services librarian to the board of trustees.
- b. Building Maintenance & Janitorial Update
 - i. L. Johnson reported that the library met with Dan Killian regarding sections of the carpet pulling up on the second floor. She shared that the children's cove will be receiving new shelving this Friday. L. Johnson reported the city received contractor bids regarding cleaning the library building. There will be a six month trial run with the cleaning company that has been chosen while the formal bid process is followed for establishing a contract. Lynn Johnson met with HR and facilities to discuss some miscommunication.
- c. Staffing Update
 - i. L. Johnson reported there are 12 applicants for the library page and 19 for the library assistant position. Interviews will begin shortly.
- d. Technology Donation
 - i. L. Johnson reported that the local school district was decommissioning Google Chromebooks and after discussing with the technology librarian the library chose to accept 30 chromebooks that will be put into circulation for patrons.
- e. Reappointment Process for Board & Commission Positions
 - i. L. Johnson presented the upcoming reappointment process changes to the Board as determined by the City Council.
- f. Open Meeting Law Training for Board Members
 - i. L. Johnson reminded Josh Brown and Rebecca Snodgrass to review the open meeting law booklets and to let her know so they can complete the city statute requirement.
- g. Idaho Library Association Conference
 - i. L. Johnson informed the board of the upcoming ILA conference and requested that they let her know if they are interested in attending the annual conference.

10. Unfinished Business

- a. Meeting Space Usage Policy - Action Item
 - i. L. Johnson presented an updated meeting space usage policy with red lines for the board to consider. She had worked through the policy with the help of city assistant attorney Shelby Sieracki.
 1. Trisha Decker moved to approve the updated meeting space usage policy as presented. All in favor. Motion passed.
- b. Items Moved from Consent Agenda - Action Item
 - i. None

11. New Business

- a. Authorization to Repair Electronic Locking Rooftop Door System - Action Item
 - i. Josh Brown moved to approve the repair of the electronic locking rooftop door system up to \$795 dollars and Trisha Decker seconded. All in favor. Motion passed.

12. Schedule of Upcoming Meetings

- a. Regular Meeting: September 21, 2022
- b. Regular Meeting: October 19, 2022

13. Adjournment

- a. The meeting was adjourned at 6:50 PM