

Lewiston City Library
Library Board of Trustees
Regular Meeting | August 18, 2021
Event Space

1. Call to Order: Meeting was called to order at 5:04 pm by Dr. Andy Hanson
Trustees Present: Chair Dr. Andy Hanson, Diana Ames, Dani Hayes, Pam Howard, Trisha Decker
Trustees Absent: None
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino, Lead Assistant Kerry Cramer
Councilor Liaison Absent: Bob Blakey
2. Recognition of Visitors
 - a. Marsha Creason, Foundation President
3. Approval of additions and deletions to agenda, if any - None
4. Public Comment and correspondence
 - a. A thank you note was received as thanks from a child that participated in the Summer Reading Program.
5. City of Lewiston Council Report
 - a. None
6. Library Foundation Report
 - a. M. Creason reported that the Foundation members are still selling tickets for the upcoming Library Gala. M. Creason is working on a T-mobile grant for the library partitions and other purchases. She asked A. Hanson if the board could write a letter of support for the T-mobile grant she is working on. M. Creason had received a quote for the partitions and a substantial increase was noted from the last quote received. M. Creason also noted that the DeAtley Family Foundation grant is opening up for capital improvements and she plans to apply for it as well.
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: July 21, 2021
 - b. Approval of Art Committee Meeting Minutes: June 24, 2021
 - c. Review of Statistical Report
 - d. Approval of Statement of Expenses
 - i. Dani Hayes moved to approve the consent agenda items as listed and Trisha Decker seconded. All in favor. Motion passed.
8. Committee Reports
 - a. Diana Ames reported that the Art Committee meeting met in July and began discussing Art Walk and is looking for potential partners.
9. Director's Report

- a. Staff Member Introduction
 - i. L. Johnson introduced Kerry Cramer, a lead assistant, who has worked at the library since the Summer of 2019. Kerry introduced herself to the board.
- b. Upcoming Outreach, Programming & Events
 - i. L. Johnson said that the library will be attending the LCSC new student welcome fair as well as the upcoming Nez Perce County Fair and sharing a booth with the Prairie Library District. The library is planning to be open for Art Walk from 4 pm to 9 pm on Oct. 1. The Gala is planned for the following evening. The statewide ILA conference is planned for the following week in the Treasure Valley.
 - ii. Community Survey
 - 1. L. Johnson presented a library resource guide that she is planning on including in upcoming utility bills in October which will also include a link to the library website where a survey can be found. Other survey methods are also being considered to gather information from a wide variety of community members. L. Johnson asked the board members for feedback about the resource guide and thoughts on survey questions that should be included.

10. Unfinished Business -

- a. Northeast Windows Update -
 - i. L. Johnson reported that she has tried contacting M. Mangum for this project but hasn't heard back at this time.
- b. Rooftop Project Update - Action Item
 - i. L. Johnson reported that the library received a final change order for this project. L. Johnson felt that some of the items don't fall under the umbrella of the Foundation and scope of the original Rooftop project. She proposes that the library pays for PR-19, PR-21, and PR-22 from the current operating budget. M. Creason stated the Foundation will pay for PR-16 and PR-20. PR-17 and PR-18 are still being discussed by City Facilities for payment and may be removed from the change order if not approved or funded.
 - 1. Diana Ames moved to approve expenditures PR - 19, 21, and 22 from this year's operating budget and that we acknowledge that the Foundation will cover PR - 16 and 20. Trisha Decker seconded. All in favor. Motion passed.
- c. Building and Parking Lot Maintenance - Action Item
 - i. L. Johnson reported that a bush next to the northwest Rooftop exit stairs has been removed by Parks & Rec as requested. She proposes to work within the current budget to install pavers and rock in this area. She will also ask to add rock to the south sidewalk bed where the extra plants from the Rooftop project were most recently planted but then died from lack of water.
 - 1. Diana Ames moved to approve library staff to explore needed landscaping according to what the budget will permit and Dani Hayes seconded All in favor. Motion passed.
- d. Items Moved from Consent Agenda - Action Item
 - i. None

11. New business

- a. Work Session Special Meeting Date and Topics
 - i. L. Johnson discussed a possible work session on October 20th which would be in place of the regular meeting and begin earlier. A 4 pm beginning time was discussed.
- b. Internet Use and Safety Policy Review - Action Item
 - i. L. Johnson brought the policy to review and presented the suggested changes to the Board. L. Johnson noted that City Legal has not reviewed it yet.
 1. Dani Hayes moved to approve the Internet use and Safety Policy on a first reading basis and to send it to legal for further review and Diana Ames seconded. All in favor. Motion passed.
- c. Computer Use Policy - Action Item
 - i. L. Johnson brought the policy to review and presented suggested changes to the Board. This policy has also not been reviewed by City Legal.
 1. Trisha Decker moved to approve the computer use policy and Dani Hayes seconded. All in favor. Motion passed.

12. Schedule of Upcoming Meetings

- a. Regular Meeting: September 15, 2021
- b. Special Meeting: October 20, 2021

13. Adjournment:

The meeting was adjourned at 6:18 pm.