

Lewiston City Library
Library Board of Trustees
Regular Meeting | September 15, 2021
Event Space

1. Call to Order: Meeting was called to order at 5:00 pm by Dr. Andy Hanson
Trustees Present: Andy Hanson, Pam Howard, Trisha Decker, Dani Hayes
Trustees Absent: Diana Ames
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino,
Youth Services Librarian Colleen Olive
Councilor Liaison: Bob Blakey
2. Recognition of Visitors
 - a. Bob Blakey - City Council Liaison
3. Approval of additions and deletions to agenda, if any - None
4. Public Comment and correspondence
 - a. Received thank you letter from winner from Adult SRP.
5. City of Lewiston Council Report
 - a. B. Blakey noted that there is an election coming up and to remember to vote.
6. Library Foundation Report
 - a. L. Johnson reported that Mangum has begun work on the window project and was wrapping up some final Rooftop work. She said that K & G is to drop by to review leaks staff have reported as part of the Rooftop project. Lynn reported that the gala is going hybrid with drive by meal pickup and the band being in the Rooftop Gallery but streaming.
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: August 18, 2021
 - b. Approval of Art Committee Meeting Minutes: July 29, 2021
 - c. Review of Statistical Report
 - d. Approval of Statement of Expenses
 - i. Dani Hayes moved to approve the consent agenda with amended Board meeting minutes to include Trisha in the members present and a name correction on 7. D. Trisha Decker seconded. All in favor. Motion passed.
8. Committee Reports
 - a. Lynn Johnson reported that there was not a quorum at the most recent Art Committee meeting but that Art Walk was discussed. The application to take part in Art Walk has been submitted and we plan to have live music for a few hours on Friday evening for the event. The event space and first floor will be open to the public for the event.
9. Director's Report
 - a. Summer Reading Wrap Up & Upcoming Programs - Colleen Olive

- i. Colleen presented a wrap up on the Summer Reading program, shared statistics and discussed some upcoming programs and changes due to the increase of Covid in our area.
- b. Building Projects Update
 - i. L. Johnson reported that the northeast windows are under construction. She included that paint is now the only thing left that needs to be done there. She noted that due to some new change orders, she is considering paying for the window project with operating funds instead of capital funds if acceptable by the Board. She included that the Wayfair benches were never delivered and that she decided to go with Home Depot benches instead. These have been received and just need to be assembled.
- c. Outreach Services Vehicle Update
 - 1. L. Johnson reported that the bookmobile van has been ordered and will be built in May with tentative arrival in June. Following arrival installation of shelving, the lift, the awning, and wrap will need to take place. Shelving will be ordered soon.

10. Unfinished Business -

- a. Request for Funds from Foundation for Rooftop Project - Action Item - no action needed
- b. Approval of Moving Funds from Trust to Capital Cash Account - Action Item - no action needed
- c. Approval of Rooftop Construction Project Expenses - Action Item - no action needed
- d. Internet Use and Safety Policy Review - Action Item
 - i. Dani Hayes moved to approve the updated Internet Use and Safety Policy as presented and Pam Howard seconded. All in favor. Motion passed.
- e. Computer Use Policy - Action Item
 - i. Dani Hayes moved to approve the updated Computer Use Policy as presented and Pam Howard seconded. All in favor. Motion passed.

11. New business

- a. Childrens Shelving Quote - Action Item
 - i. Dani Hayes moved to approve the shelving quote up to the amount stated and Pam Howard seconded. All in favor. Motion passed.
 - ii. Dani Hayes moved to amend her motion that funds to pay for the children's shelving will come from the trust account through the capital cash to structures and improvements account and Trisha Decker seconded. All in favor. Motion passed.
- b. Infectious Disease Policy Implementation - Action Item
 - i. Dani Hayes moved and Trisha Decker seconded to operationalize and otherwise implement the infectious disease policy with promotion, enforcement and termination left to the discretion of the library director. All in favor. Motion passed. The board of trustees unanimously approved the motion.
- c. Space Usage Policy Review - Action Item
 - i. Trisha Decker moved to approve the updated meeting space policy and Dani Hayes seconded. All in favor. Motion passed.

12. Schedule of Upcoming Meetings

- a. Special Meeting: October 20, 2021
- b. Regular Meeting: November 17, 2021

13. Adjournment:

The meeting was adjourned at 6:43 pm.

Dani Hayes moved to adjourn discussion and Trisha seconded. All in favor. Motion passed.