

Lewiston City Library
Library Board of Trustees
Regular Meeting | October 19, 2022
Community Room

1. Call to Order: Meeting was called to order at 5:32 pm by Diana Ames
Trustees Present: Diana Ames, Trisha Decker, Josh Brown
Trustees Absent: Andy Hanson, Rebecca Snodgrass
Councilor Liaison Absent: Rick Tousley
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino
2. Recognition of Visitors
 - a. None
3. Approval of additions and deletions to agenda, if any - None
4. Public Comment and correspondence
 - a. None
5. City of Lewiston Council Report
 - a. None
6. Library Foundation Report
 - a. None
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: September 21, 2022
 - b. Review of Statistical Report
 - c. Approval of Statement of Expenses
 - i. Trisha Decker moved to approve the consent agenda and Josh Brown seconded.
All in favor. Motion passed.
8. Committee Reports
 - a. Diana Ames reported that we did not have an art meeting last month but she did comment that there will be a committee meeting tomorrow. L. Johnson reported that Art Walk went well with a total attendance number of almost 200 people. She noted that the music group the Pioneer Ramblers, which donated their time, were well received.
9. Director's Report
 - a. Report from ILA Pre-Conference & Conference
 - i. L. Johnson reported that the Idaho Library Association pre conference was held at the Lewiston City Library and our Youth Services Librarian, Colleen Olive, presented a session on how to conduct a stay and play event. L. Johnson reported that the Lewiston Librarians attended the main conference at the Hells Canyon Grand Hotel. L. Johnson commented that Debbie Allen was awarded paraprofessional of the year.

- b. Staffing Update
 - i. Lynn Johnson reported that the Lead Assistant & Volunteer Coordinator position closes on the 23rd.
- c. Outreach Vehicle Update
 - i. Lynn Johnson reported that the van was sent over to Traveland RV, which will be installing the majority of the equipment inside of it.

10. Unfinished Business

- a. Items Moved from Consent Agenda - Action Item
 - i. None

11. New Business

- a. Director Annual Review & 360 Process
 - i. D. Ames discussed the review process with the other board members to begin the process for the Library Director's evaluation in January.
- b. Materials Selection Inquiry Review
 - i. L. Johnson informed the board that the library received a material selection inquiry review request. She reviewed the collection development policy and explained the process.
- c. Appointment of Committee for Material Review - Action Item
 - i. Trisha moved to appoint a committee for a material review that includes Lynn Johnson, Brad Glover, Andy Hanson, Lexi Brown, Colleen Olive, Jan Johnson, and Jeff Guillory to meet on Monday, November 7 at 6PM and Josh Brown seconded the motion. All in favor. Motion carried.
- d. City Purchasing Policy
 - i. L. Johnson provided the Board with the most recent purchasing policy that was recently passed by the City Council. She notes that there was an increase in how much a director can approve to spend which went from \$25,000 to \$50,000 with the mayor also able to approve higher expenditures. She provided other details regarding the new policy.

12. Schedule of Upcoming Meetings

- a. Special Meeting: November 9, 2022
- b. Regular Meeting: November 16, 2022
- c. Special Meeting: December 7, 2022
- d. Special Meeting: December 14, 2022

13. Adjournment

- a. The meeting was adjourned at 6:46 PM

Nov 7 - 6 PM Ad Hoc Materials Review Committee meeting

Nov 9 - Special Meeting at 5:30 pm

Dec 1 - Return survey back

Dec 7 - Special meeting at 5:30 pm

Dec 14 - move regular meeting to this date, therefore a special meeting (plus executive session)

Dec 21 - regular meeting canceled