

Lewiston City Library
Library Board of Trustees
Special Meeting | October 20, 2021
Event Space

1. Call to Order: Meeting was called to order at 4:03 pm by Dr. Andy Hanson
Trustees Present: Chair Andy Hanson, Diana Ames, Dani Hayes, Trisha Decker
Trustees Absent: None
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino,
Technology Librarian Bonnie Gardner
Councilor Liaison Absent: Bob Blakey
2. Recognition of Visitors
 - a. Jana Gómez - Lewiston City Attorney
3. Approval of additions and deletions to agenda, if any - None
4. Public Comment and correspondence
 - a. L. Johnson stated that the library received Pam Howard's resignation letter and a thank you card from Mimi Perez, who played her harp during Art Walk on October 1.
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 15, 2021
 - b. Review of Statistical Report
 - c. Approval of Statement of Expenses
 - i. Diana Ames moved to approve the consent agenda as presented and Trisha Decker seconded. All in favor. Motion passed.
8. Committee Reports
 - a. Lynn Johnson reported that there were 97 attendees for Art Walk and that it went well. Mimi Perez, a local harpist, played on the second floor and had a good turnout.
9. Director's Report
 - a. Open Meeting Law Presentation for City Boards and Commission - Jana Gomez
 - i. A presentation was given by City Attorney J. Gomez for the board on key pieces of the Open Meetings Law. She also provided information about online resources for the Attorney General's office.
 - b. Change in City Form of Government Effects on the Library Board of Trustees - Gomez
 - i. Jana offered information on how the board is provided for in state law and therefore it is not believed that a change in city government will change the structure of the board.

- c. Library Loan to Sanitation Paid in Full
 - i. L. Johnson reviewed the loan payments that the library and city has paid out to the sanitation fund for the initial purchase of the building.
- d. Building Projects Update
 - i. L. Johnson reported that the Northeast Window project was completed and paid out.
 - ii. A quote was provided for the awning painting project to the board to review.
- e. Outreach Services Vehicle Update
 - i. The Acore shelving has been ordered. The mobile charging cart was ordered and received. Lynn noted that she will be meeting with the ICFL grant oversight staff for a quarterly update to see how things are going.
- f. Statewide Library Update
 - i. The ILA conference was held in October online and staff members Bonnie Gardner and Colleen Olive presented.
 - ii. The state librarian made attendees aware that there may be more funding coming in to the state for library construction and maintenance.
 - iii. As part of the ILA Board, L Johnson informed the board that the Idaho Library Association voted to hold its 2022 conference in Lewiston.
- g. Infectious Disease Update
 - i. L. Johnson has said that she has been keeping track of the Covid numbers and it appears that next week it may hit 20 cases on average per day in which case she would remove the patron mask requirement.

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. Technology Strategic Presentation - Bonnie Gardner
 - i. A presentation was given by Bonnie Gardner regarding the technology plan she developed for the Lewiston Library. She also reviewed progress that has been made since she has been in the position.
- e. Strategic Plan Update with Regards to Best Practices and Technology Strategic Plan
 - i. Lynn presented an overview of the strategic plan that was pulled from Envisio, the software platform that the city uses. She asked the board for feedback on which items to further review or new items to include based on the presentation of the technology strategic plan and review of areas of Best Practices for Libraries that were previously discussed. Board member D. Ames suggested including in a literary council or efforts to support literacy tutoring and Board member T. Decker suggested including a maintenance schedule for the library's technology. Discussion was held on what to move forward with for the strategic plan. A. Hanson suggested needs assessment and specific solicitation for partnerships.
- f. Items Moved from Consent Agenda - Action Item - none

11. New business

- a. D St. Awning and Trim Repair Quote - Action Item

- i. No action was taken. The board asked for an updated quote for clarification.
- b. Bylaws Change in regards to meeting start time - Action Item
 - i. Dani Hayes moved to change the Board's bylaws to reflect a 5:30 pm start time and Trisha Decker seconded. All in favor, motion carried.
- c. Board Member Advocacy and Talking Points
 - i. A discussion was held about why each board member felt libraries are important in order to provide some talking points for board members to have when asked to promote the library.
- d. Board Member Vacancy - Pam Howard's service on the Board is appreciated.
 - i. Discussion was held regarding what the board is looking for in potential candidates.

12. Schedule of Upcoming Meetings

- a. Regular Meeting: November 17, 2021
- b. Regular Meeting: December 15, 2021

13. Adjournment:

The meeting was adjourned at 6:44 pm.

Diana Ames moved to adjourn the meeting and Trisha Decker seconded the motion. All in favor. Motion passed.