

Lewiston City Library
Library Board of Trustees
Special Meeting | January 7, 2020

1. Call to Order: Meeting was called to order at 5:04 pm by Chair Wayne Hollingshead.
Trustees Present: Chair Wayne Hollingshead, Diana Ames, Dr. Bill Cone
Dr. Andy Hanson
Trustees Absent: Pam Howard
Library Staff: Library Director Lynn Johnson, Bruno Alvino
Councilor Liaison Absent: Kathy Schroeder
2. Approval of Agenda
3. Recognition of Visitors
 - a. None
4. Public Comment
 - a. None
5. Unfinished Business
 - a. Measures and Process to be Used for Annual Director Evaluation
 - i. Chair W. Hollingshead told the board that P. Howard had requested that staff input be considered in the Director evaluation process. Discussion followed about how to collect staff input but maintain balance between Board roles and Director roles of staff management. W. Hollingshead emphasized that the Board should know of any staff issues but that those issues are to go through the HR department. Dr A. Hanson suggested a 360 degree feedback tool which multiple entities, including staff, Foundation, Friends and Volunteers are consulted. He believes that this style of evaluation will not be possible for this year based on the January timeline, but that the Board would use the information collected to give the Director direction.
 - ii. For the February 19th evaluation review, Dr A. Hanson requested L. Johnson to let library support groups and staff know the date of the evaluation. If staff would like to give input, they should let their direct supervisor know but if they don't feel comfortable they should contact the City HR department. Dr A. Hanson asked L. Johnson how she feels about the 360 degree feedback tool approach to be used for next year and she was open to it.
6. Executive Session - Idaho Code 74-206(1)(b) to Discuss Evaluation of a Public Employee – Roll Call Vote

- a. Diana Ames moved to go into executive session to discuss upcoming director evaluation. Dr. Bill Cone seconded. *Roll Call Vote: VOTING AYE: Hollingshead; Ames; Cone; Hanson. VOTING NAY: None*
 - b. Dr. Bill Cone moved to end the executive session and another board member seconded the motion. All in favor. Motion passed.
7. Schedule of upcoming meetings
 - a. Regular Meeting: January 15, 2020
 - b. Regular Meeting: February 19, 2020
8. Adjournment
 - a. The meeting was adjourned at 5:58 pm.