

Lewiston City Library
Library Board of Trustees
Regular Meeting | January 15, 2020

1. Call to Order: Meeting was called to order at 5:00 pm by Chair Wayne Hollingshead.
Trustees Present: Pam Howard, Diana Ames, Wayne Hollingshead, Andy Hanson, Bill Cone
Trustees Absent:
Library Staff: Library Director Lynn Johnson, Bruno Alvino
Councilor Liaison: Bob Blakey
2. Approval of Agenda
3. Recognition of Visitors
 - a. Bob Blakey - New City Council Liaison.
4. Public Comment
 - a. None
5. Library Foundation Report
 - a. None
6. Review
 - a. Correspondence
 - i. We received a check from the Tsceminicum Club for \$800.
 - ii. Lynn wrote two letters of support for the Center of Arts and History and for the Everybody Reads program grant application.
 - iii. Library staff member D. Allen from Youth Services had an article published about our Gold Voices program in The Scoop.
 - iv. L. Johnson said every year finance asks us to send out a CFAR.
 - v. Shared with the board the presentation that she showed to the Lewiston City Council on Monday's Presentation.
 - b. Statistical Report
 - i. L. Johnson noted that our Overdrive numbers continue to grow, we had large attendance this last month. We also partnered with Steven Branting for a history in nursing presentation. She noted that the stats report now has "all ages" on it as that is needed for the annual idaho report.
 - ii. Lynn noted that our Valnet borrow and lends has remained steadily higher since it's increased by 1,000 last June.
7. Approval of Minutes
 - a. Regular Board Meeting: December 18, 2019
 - i. D. Ames motioned to approve the minutes and Dr. Bill Cone seconded. All in favor. Motion passed.
 - b. Special Board Meeting: January 7, 2020
 - i. Dr. Bill Cone moved to approve the minutes and D. Ames seconded. All in favor. Motion passed.

8. Financial Report/Statement of Expense

- a. Lynn noted that our last heating bill was higher than usual and has adjusted the thermostats to help with the high cost.
- b. Discussed Valnet Quarterly billing.
- c. Dr. Bill Cone asked about our Gumdrop book orders. L. Johnson said that our non-fiction juvenile area needed immediate improvement and C. Olive, our Youth Services Librarian requested to place an order with Gumdrop to get it in better shape quickly.
- d. B. Blakey asked what drives the Overdrive prices and L. Johnson responded that it is based on the publishers and is not driven by the demand of the online materials.
 - i. Dr. Bill Cone moved to approve the December 2019 financial report and Diana Ames seconded. All in favor. Motion passed.

9. Committee Reports

- a. Art Committee
 - i. P. Howard said there has been a change in art, with quilts from the Seaport Quilters Guild and they were delighted to do this. She told the board that the committee needs to get back together for a meeting soon.
- b. Public Education Committee
 - i. Dr. B. Cone said he is in the process of getting people together to set up a meeting time for the committee.
 - ii. Kathy Schroeder will be leaving the public education committee as she will no longer be the city council liaison for the library. Dr. Bill Cone asked if B. Blakey would join this sub-committee and B. Blakey accepted.
 - iii. B. Blakey asked regarding the heating bill in the winter has there been discussion on what the library would do in regards to the big doors being left open.
- c. 3D Printing Fee Public Hearing Process
 - i. L. Johnson said that she was originally informed that she needed to present to city council. City Attorney J. Gomez reviewed the documents and she said that the Lewiston Library Board of Trustees could process the fee increase through the public hearing process and adoption of resolution . L. Johnson showed the board the public hearing document that will be posted in the Lewiston Tribune.
- d. Strategic Plan Progress and Modifications
 - i. L. Johnson said that the strategic plan went forward on Dec. 31st to the city O drive so it can be uploaded to a software program. L. Johnson went over the different updates in the strategic plan with the board. L. Johnson said she would like to implement mobile hotspots as that is still part of the strategic plan to help members of the local community have internet access.
 - ii. Dr. Andy Hanson asked L. Johnson how she came to get to the percentages in the strategic plan and L. Johnson let him know that the percentages come from a combination of measures.
 - iii. W. Hollingshead asked about how many times the board should be viewing the strategic plan and L. Johnson responded with right now it has been twice a year. W. Hollingshead told the board to review the strategic plan and he would like to pick 5 things that they would like the director to focus on.

e. Miscellaneous

- i. L. Johnson and B. Gardner have been working on editing the website prior to the deadline set by the city. The city is still currently looking at an April website launch.
- ii. We are currently having issues with Baker & Taylor at the moment. Library staff aren't sure where the issues are coming from. Due to these issues, processing has become really inefficient.
- iii. Customer Service Standards
 1. L. Johnson presented customer service standards that staff has worked on in staff meetings.
 2. L. Johnson said that we have "postcards" from display and that she has worked with Steven Branting to have a presentation on the history of nursing.

10. Rooftop Project Update

- i. Larry Kom is currently prepping the bid documentation so the base level bid is the platform and the extra if they have the funds for it would be the multipurpose room and moveable wall with exterior canopies. Another alternative could be an exterior roof access. The board discussed other alternatives that would be part of the rooftop project.

11. Unfinished Business

a. Canopy Repair

- i. At this time the library has two quotes. K & G Construction and from Kenaston. L. Johnson was informed that the construction is going to be noisy and that it may disturb our patrons. Public Works Director C. Davies has recommended flushing the bids out a bit more.
 1. Lynn's proposal is to work with Alan Nygaard, Chris Davies and John Smith to develop more thorough questions to provide to the board.
 2. L. Johnson informed the board about our carry forward reserve and how it could be a source of funds for the canopy.
 3. D. Ames requested that a detailed point by point bid is provided.

b. Second Reading of Volunteer Policy

- i. L. Johnson noted that the name has changed and she has also gathered information from the city in order to confirm how other departments review applications of minors.

c. Fine Free Public Information Update

- i. The Board supports relying on the directors of Valnet libraries that will be going fine free to share the information.

12. New Business

a. ICFL Annual Statistical Report

- i. The numbers were reviewed and any major changes were highlighted.

b. First Reading of Makery Policy

- i. L. Johnson informed the board that this policy has not gone to the city legal department yet and recommended the next step for is the review to happen. She would like to provide it to G. Harrington the risk manager as well.
- ii. L. Johnson asked the board to provide feedback on the Makery policy.

13. Executive Session - Idaho Code 74–206(1)(b) to Discuss Evaluation of a Public Employee -
Roll Call Vote

- a. Dr. Bill Cone motioned to go into executive session. Dr. Andy Hanson seconded. Roll Call Vote: VOTING AYE: Hollingshead; Ames; Cone; Hanson; Howard VOTING NAY: None.
- b. Dr. Andy Hanson moved to get out of executive session. Pam Howard seconded. All in favor. Motion passed.

14. Schedule of upcoming meetings

- a. Regular Meeting: February 19, 2020
- b. Regular Meeting: March 18, 2020

15. Adjournment

- a. The meeting was adjourned at 7:25 pm.