

**Lewiston City Library**  
**Library Board of Trustees**  
**Regular Meeting | January 20, 2021**  
**First Floor Meeting Room and Zoom**

1. Call to Order: Meeting was called to order at 5:03 pm by Chair Dr. Andy Hanson  
Trustees Present: Dr. Andy Hanson, Wayne Hollingshead, Pam Howard, Danielle Hayes, Diana Ames  
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino  
Councilor Liaison Absent: Bob Blakey
2. Recognition of Visitors
  - a. Marsha Creason - Lewiston Library Foundation President
3. Approval of additions and deletions to agenda, if any
  - a. None
4. Public Comment and correspondence
  - a. Lynn Johnson reported that the library received a letter and a \$800 check from the Tscemenicum Club. Also received was a certificate for supporting the 2020 Census.
5. City of Lewiston Council Report
  - a. None
6. Library Foundation Report
  - a. M. Creason reported that work on the Rooftop Project is continuing. She also included that the Foundation is starting to consider planning for their next gala.
7. Consent Agenda - Action Item
  - a. Approval of Minutes of Previous Meetings: December 16, 2020 & January 13, 2021
  - b. Review of Statistical Report
  - c. Approval of Statement of Expenses
    - i. Pam Howard moved to approve the consent agenda items and Diana Ames seconded. All in favor. Motion carried.
8. Committee Reports
  - a. Art Committee
    - i. Pam Howard said that the Art Committee is meeting this week and will provide more information at the next Board meeting.
9. Director's Report
  - a. Grants
    - i. L. Johnson provided a grant update to the board. She noted that the library has received a Welcoming Libraries grant for sensory sensitivity items to use in the first floor meeting space which can be used as a sensory room. Youth Services has applied for a Make It STEM grant which requires attendance at some virtual STEM webinars and provides STEM related items to the library. The library was contacted by the University of Idaho after they were awarded a STEM grant that,

due to unforeseen circumstances, they could not fulfill. The grant was for up to \$10,000 from the State Department of Education. They suggested library staff present a proposal for the funding. The Lewiston Library has asked for just over \$6,500. Matching funds and in kind includes computers donated from Avista that M. Creason had received from earlier grant work and some funding from the Friends of the Library. The grant would allow the library to offer STEM education outreach sessions for children ages 8 to 13 out in the community.

b. City Council Presentation

- i. L. Johnson presented a draft City Council presentation that she will be presenting at an upcoming meeting this Saturday. Her presentation includes items from the Library Capital Improvement Plan. The presentation is to help the City Council understand where the library is going in the next two fiscal years.

c. Staffing

- i. Lynn Johnson commented that there were staff changes proposed to the City Manager which includes the possibility of adding another Lead Assistant and an increase of duties to the Administrative Assistant which includes some additional building responsibilities. Current Leads have also taken on new responsibilities. The proposal L Johnson sent forward proposed no longer having a Public Services Manager on staff.

1. L. Johnson explained the proposed organizational structure to the Board.

d. Library Materials Vendor Contract Recommendation

- i. L. Johnson presented the memo that was sent to the City Council and the Board of Trustees. The memo indicated that the library staff review committee would advise awarding the vendor contract to Ingram.

e. Annual State Report

- i. L. Johnson mentioned that she has submitted the annual state report in December. She added in previous years Lewiston schools registered patrons were included in the total number of registered users but after confirming with the Idaho Commission for Librarians, she only reported patrons that have Lewiston City Library as their home Library. Any additional notable changes were due to the Covid pandemic and the donation that has come from the Lewiston Library Foundation for the Rooftop Project.

f. Current Services report

- i. L. Johnson indicated that the Library has been closed except for curbside services, meeting room appointments and computer appointments since November 30th.
- ii. She informed the board that during December, we served 561 people.
- iii. L. Johnson provided an update to the board on various basement cleanup projects that are continuing.
- iv. The Valnet Board has acquired Paypal for patron payment for lost and damaged items. The rollout of this new option will begin the next few months.

10. Unfinished Business

a. Request for Funds from Foundation for Rooftop Project - Action Item

- i. Wayne Hollingshead moved to request \$43,932.90 from the Lewiston Library Foundation for the Rooftop project. Diana Ames seconded.

b. Approval of Moving Funds from Trust to Capital Cash - Action Item

- i. Dani Hayes moved to approve moving \$43,932.90 from the trust to the capital account. Pam Howard seconded. All in favor. Motion carried.
- c. Approval of Rooftop Construction Project Expenses - Action Item
  - i. Wayne Hollingshead moved to approve expenses for the Rooftop construction project in the amount of \$48,195.40 and Diana Ames seconded. All in favor. Motion carried.
- d. Awning Repair Invoice - Action Item
  - i. L. Johnson reported that there was a past due invoice from August of 2020 that was presented to the Library late for TD&H construction administration. Lynn looked into this and confirmed which meeting it was for. Lynn is recommending to the Board that the Library pay this bill out of the operating contracted services expense account.
    - 1. Diana Ames moved to pay the invoice to TD&H in the amount of \$450 to clear up the August 2020 bill and Pam Howard seconded. Motion carried.
- e. Capital Improvement Plan - Action Item
  - i. L. Johnson presented to the Board the five capital improvement plan areas she feels are needed areas of focus for the next five years. A discussion was held by the Board on how to move forward with the plan to the city.
    - 1. Diana Ames moved to approve the five capital improvement projects as put forth to be presented to the City Council and Dani Hayes seconded. All in favor. Motion carried.
- f. Items Moved from Consent Agenda - Action Item
  - i. None

## 11. New business

- a. Security Camera Proposal - Action Item
  - i. L. Johnson commented that there aren't any operational security cameras in the Library. She had asked city I.T to provide a quote to the Library for the different camera options. She recommends going with option 2 on the listed quotes. She suggested using funds for the installation of the cameras from the operations contracted services account and to take the camera costs out of the Library Trust account.
    - 1. Diana Ames moved to approve camera option one recommended by City IT for the library security camera system in the amount of \$4,520.00 and Wayne Hollingshead seconded. All in favor. Motion carried.
    - 2. Diana Ames moved to amend the previous motion noting that the Library security camera system funds come from the Trust account for the hardware and that installation costs come from the operating budget. Pam Howard seconded. All in favor. Motion carried.
- b. Proposed Surplus Material - Action Item
  - i. Wayne Hollingshead moved for the Library to attempt to sell the excess surplus bookends through the City surplus policy and protocols and Diana Ames seconded. All in favor. Motion carried.

## 12. Schedule of Upcoming Meetings

- a. Regular Meeting: February 17, 2021
- b. Regular Meeting: March 17, 2021

13. Executive Session - Action Item

a. Idaho Code 74-206(1)(b) -

i. Diana Ames moved for the board to go into executive session per Idaho Code 74-206(1)(b) and Dani Hayes seconded.

b. Roll Call Vote

i. Aye: Andy Hanson, Wayne Hollingshead, Diana Ames, Pam Howard, Danielle Hayes

ii. Nay: None

c. Dani Hayes moved to leave the executive session per Idaho Code 74-206(1)(b) and Pam Howard seconded. Motion carried.

14. Adjournment

a. The meeting was adjourned at 7:29 PM.