

Lewiston City Library
Library Board of Trustees
Regular Meeting | February 19, 2020

1. Call to Order: Meeting was called to order at 4:59 pm by Chair Wayne Hollingshead.
Trustees Present: Wayne Hollingshead, Dr. Bill Cone, Dr. Andy Hanson, Diane Ames and Pam Howard
Library Staff: Library Director Lynn Johnson, Bruno Alvino
City Staff: Alan Nygaard
Councilor Liaison: Bob Blakey
2. Approval of Agenda
3. Recognition of Visitors
 - a. Dr. Amy Canfield
 - b. Marsha Creason
 - c. Marsha Banta
4. Public Comment
 - a. None
5. Public Hearing
 - a. Wayne Hollingshead opened the public hearing at 5:01 pm with the issue of the 3D printing fee to discuss the overall fee cost. L Johnson mentioned that items would have to be measured. W. Hollingshead asked if there is anticipation of high usage and L. Johnson said there have been requests while the printers have been off-line.
 - i. D. Ames asked if vocational students would use these too and L. Johnson said that the high schools do have printers.
 - ii. Wayne Hollingshead closed the public hearing at 5:04pm with no comments recorded from public attendees.
6. Public Presentation
 - a. Public Art Project Presentation by Dr. Amy Canfield
 - i. Dr. Canfield, History professor at LCSC, shared that her students are working on a 100th centennial of women's suffrage research project in order to develop, design and install a public mural and that they would like to request to have it installed on the west side of the library. The project has been in collaboration with BDL, LCSC, and her students. She is also working with Ray Esparsen who will design it and paint it. The mural will be one symbolic painting and will also include a panel overview of the mural. The students will be responsible for writing the interpretative panel. A grant from the Idaho Humanities Council has been received. BDL is also working on fundraising to pay for the materials. Dr. Canfield is also working on a grant to pay the artist. The mural is intended to commemorate a big part of Idaho and American History.
 - ii. P. Howard asked how big it would be and Amy Canfield said she would like it as big as possible. The artist would start work in the Spring with a celebration on

the signing date of August 26th. The price estimate for the project would be \$750-\$1,000. The grant from the IHC is \$1,000.

7. Library Foundation Report

- a. M. Creason said we were able to get the bid advertisement in the paper and she is really excited about that. The Foundation is getting positive feedback and currently meeting with donors for more donations. They are unsure of how the bids are going to come in. The Foundation has been meeting at the library so people can view the library. Capital Campaign members have also been talking to financial institutions about donations. The Foundation future projects include an endowment and finishing other interior projects.
 - i. She also mentioned that tickets are coming out next Tuesday for the Gala.
 - ii. M. Creason said she is considering creating a fundraiser with tiles that can be laser engraved for people who have served on the Library Board and Foundation to honor the people who have put their efforts into completion of the library.
 - iii. Bob Blakey asked Alan Nygaard if the city can sell naming rights to aspects of public buildings and A. Nygaard said yes.

8. Review

- a. Correspondence
 - i. A card of thanks and a letter of appreciation were received and reviewed by the board.
- b. Statistical Report
 - i. Overdrive usage has doubled since last year for the month of January. We have had an increase in adult programming due to our partnerships with the lecture series and panel discussions. L. Johnson said there is a new sensory story time for people who may be on the spectrum. She also noted that our OCLC loans are pretty healthy. L. Johnson noted we will be removing DVD's out of cases and be storing them at 5th Street. Staff noted that DVD's haven't been weeded out for a while and it was needed. We are also converting single book records into book club kits that will be available for checkout.
 - ii. P. Howard asked about the availability of the discarded DVD's. L. Johnson said that the DVDs that have been pulled will be available for sale.
 - iii. D. Ames had a question about additions and L. Johnson clarified that digital ads are Overdrive additions while Media ads are DVDs, Blue Rays, audiobooks.

9. Approval of Minutes

- a. Regular Board Meeting: January 15, 2020
 - i. Pam Howard moved to approve the regular board meeting minutes and Dr. Bill Cone seconded. All in favor. Motion passed.

10. Financial Report/Statement of Expense

- a. Approval of Statement of Expense
 - i. L. Johnson informed the board that we offer video games for patrons.
 - ii. Demco tech supplies are actually mending supplies.
 - iii. Disc Cleaning Machine fees referred to shipping costs for sending our machine in for service. The vendor told us what it cost to fix it and we opted to trade it in for a new one. With the new disc cleaning machine, we will no longer offer a

- DVD cleaning service for patrons personal discs. We have also purchased eleven Logitech headsets for programming and regular patron usage.
- iv. Dr. Bill Cone moved to approve the monthly statement of expenses and Diana Ames seconded. All in favor. Motion passed.

11. Committee Reports

a. Art Committee

- i. P. Howard said that they met last month and will be keeping the Seaport Quilts for a little bit longer. P. Howard stated the committee will meet with Rachel Jameton to discuss displaying her miniatures. P. Howard said that she has retired from being the head of the Art Committee and Barrie Olmstead will take over.
- ii. Public Education Committee
 1. They met and are working on a press release to address the Rooftop Gallery. Dr. Bill Cone said that the press release will need to be shortened. They will want to get it out soon, possibly in the next few days.

12. Directors Report

a. Roof Project Update

- i. Larry Kom brought props, a floor tile and documentation for groups that will be bidding, for the Board to see. The bid notice went out with a closing date of March 5th. The public is welcome to attend the bid openings. Larry Kom will be presenting an informational session next week for people who will be bidding on February 26th at 10:00am.

b. Makery Policy Update

- i. Last month, the board reviewed the first version of the Makery policy. Library staff met with J. Gomez and G. Harrington to see the legalities of the project. Right now library staff is struggling to weigh the risks and potential required training for the public with the value of materials and tools that could be offered. The question to consider is how much liability does the board want to take. More research will be done by staff in this area into other libraries Makery policies in the state.
- ii. L. Johnson said we will look to present a second reading of the makery policy next month.

c. Envisio Software

- i. City Directors have been asked to utilize Envisio to manage their strategic plans. L. Johnson shared the working side of Envisio and that it would be used to present at the Community Meeting to be held on February 20.

d. Miscellaneous

- i. L. Johnson shared a draft copy of the Spring Programming Guide that will be published on March 1 in the Tribune.
- ii. Examples of signage designs from Image Design Center were shared. The intention is to improve signage throughout the space and meet ADA signage requirements. L. Johnson would like the board to consider naming the first floor meeting room “the Steelhead” and the study room “the Minnow” for easier reference.

- iii. A list of grants that staff have applied for and implemented was shared for the board's information.
- iv. L. Johnson inquired with the board to ensure they received the R. Dowd training brochure.

13. Unfinished Business

- a. Third Reading of Volunteer Policy
 - i. Dr. B. Cone moved to accept the third reading with an amendment of "5 business days" rather than "5 days" in the last paragraph referring to disqualification criteria. The motion was seconded by P. Howard. All in favor. Motion passed and the policy will go into effect.
- b. Canopy Repair approval of Expenditure
 - i. Dr. A. Hanson moved to approve the expenditure for the repair of the canopy and D. Ames seconded the motion. All in favor. Motion passed.

14. New Business

- a. First Reading Resolution 2020-5 Establishing 3D Printing Fees - considering approval of implementation of new 3D printing fees per Library 3D Printing Policy
 - i. Dr. B. Cone moved to accept the first reading of the resolution and P Howard seconded the motion. All in favor. Motion passed.
- b. Approval of Early Closure of Second Floor for Foundation Event
 - i. It was moved that the second floor of the library will close at 2 pm on Saturday, April 18 in preparation for the Gala by Dr. A. Hanson. The motion was seconded by D. Ames. All in favor. Motion passed.
- c. Public Art - Action Item
 - i. There was discussion regarding the possible public art mural project as presented earlier in the meeting by Dr. A. Canfield on the west side wall of the library. Dr. A Hanson would like for ownership of the mural to be clear, and ideally that ownership would reside with the city allowing the city to do with it as it sees fit.
 - ii. It was suggested that a meeting with R Esparsen, the artist, Mr Nygaard, City Facilities personnel and Dr Canfield be held in order to review the project.
 - 1. Dr. Bill Cone moved to go on record that we support a mural on the west side of the building by the LCSC public history class with the provision that legal ownership issues are satisfied and with the approval of the City of Lewiston Historic Preservation Commission. The motion was seconded by Pam Howard.

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

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

16. Schedule of upcoming meetings

- a. Regular Meeting: March 18, 2020
- b. Regular Meeting: April 15, 2020

17. Adjournment

- a. The meeting was adjourned at 7:12 pm.