

Lewiston City Library
Library Board of Trustees
Regular Meeting | March 17, 2021
Event Space

1. Call to Order: Meeting was called to order at 5:01 pm by Dr. Andy Hanson
Trustees Present: Chair Dr. Andy Hanson, Diana Ames, Pamela Howard, Wayne Hollingshead, Dani Hayes
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino, Library Technician Elena Mechling
Councilor Liaison: Bob Blakey
2. Recognition of Visitors
 - a. None
3. Approval of additions and deletions to agenda, if any
 - a. None
4. Public Comment and correspondence
 - a. A thank you card was received from a family visiting from Oregon, and the new Library director from Dayton recently stopped by for a tour of the library.
5. City of Lewiston Council Report
 - a. B. Blakey said that they are starting to set the city budget work session dates and hearings for the 2022-2023 budgets.
6. Library Foundation Report
 - a. M. Creason wasn't able to make it to the meeting. She reported that there wasn't a pay app submitted and the punch lists should be completed soon.
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: February 17, 2021
 - b. Review of Statistical Report
 - c. Approval of Statement of Expenses
 - i. Diana Ames moved to approve the consent agenda as presented and Dani Hayes seconded. All in favor. Motion passed.
8. Committee Reports
 - a. Art Committee
 - i. The Art Committee did not have anything to report for this past month as no meeting was held.
9. Director's Report
 - a. Staff Member Introduction
 - i. Library Technician, Elena Mechling, introduced herself and stated that she has worked at the library for the past 23 years. She added that she is responsible for adding items to the collection. She reported on the new process of preparing

materials for the collection with our new library materials vendor. L. Johnson added that Elena works with volunteers who are helping process items and pull holds.

- b. Approval of New Lead Assistant
 - i. L. Johnson reported that the Lead Library Assistant candidate, Darin Garr, has accepted the job offer and the plan is for him to start in late April.
- c. FY 22 - 23 Budget
 - i. L. Johnson reported that planning has begun for the upcoming budget cycle. Some changes to the current budget being considered include increasing the collection budget based on best practices, funding for furnishing replacements, increases for programming and outreach, and staffing to help with space management and marketing. Also under consideration are the results of the city salary survey and potential increases in part time staff salary scales.
 - ii. L. Johnson reported that outreach is seeing between 30 - 50 people at a time during their programming in the parks and there has been discussion about using possible ARPA money and other funding to support reaching the underserved if accessible.
 - iii. For the current fiscal year in relation to furnishing and public internet access, L. Johnson proposed to move forward with the purchase of table legs for some table tops that have been in storage and three year Meraki licenses for the public internet system. These purchases would fall under the operating budget and not the capital budget as clarified by L. Johnson.
- d. Best Practices - Services & Programming
 - i. Both strengths of the library and weaknesses were mentioned when reviewing the best practices scale for services and programming. L. Johnson mentioned that she is working with the public information officer, Carol Mauer, on developing a city wide survey and that there may be someone from LCSC willing to advise. For marketing, informal surveys are showing interest in an e-newsletter as well. L. Johnson also mentioned the need to establish that open hours are based on public input. Discussion was held regarding the results from the Best Practices in these areas and ways the library will implement them.
- e. Request for Use of Library Space
 - i. L. Johnson informed the Board that the library has received a request to use the space on a Saturday. L. Johnson mentioned that B. Alvino clarified with the group that the meeting is regarding a lecture which includes technology requests on a date that the library may not have the sufficient provide full access. It was decided to revisit the Space Usage Policy next month.
- f. Letter of Appreciation
 - i. L. Johnson presented the Board with a letter of appreciation for a donation that the Library may be receiving upon final approval. The letter was signed by the trustees to be presented to the estate representative upon final distribution.

10. Unfinished Business

- a. Request for Funds from Foundation for Rooftop Project - Action Item
 - i. No request at this time.
- b. Approval of Moving Funds from Trust to Capital Cash Accounts - Action Item
 - i. None.

- c. Approval of Rooftop Construction Project Expenses - Action Item
 - i. None.
- d. Acceptance of Northeast Window Repair Quote - Action Item
 - i. Diana Ames moved to approve the quote from Mangum Construction for the north east windows repair and Wayne Hollingshead seconded all in favor. Motion passed.
- e. Items moved from consent agenda - Action Item
 - i. None.

11. New business

- a. First Reading of Security Camera Policy - Action Item
 - i. The draft Security Camera Policy, which was reviewed by City Ast. Attorney Kayla Herman, was formally read by the Board. It had also been shared with Chief Bud Hurd. The Board suggested inquiring about some additional camera location possibilities.
 - 1. Wayne Hollingshead moved to approve the Security Camera Policy and Diana Ames seconded. Discussion followed about whether the reading could be all three readings in one.
 - 2. Wayne Hollingshead moved to amend the motion to make this the first, second and third reading, and Diana Ames seconded.
 - a. Roll Call Vote
 - i. Yea: Chair Dr. Andy Hanson, Vice-chair Diana Ames, Wayne Hollingshead, Dani Hayes
 - ii. Nay: None
- b. Draft Job Description for Library Board Members - Action Item
 - i. Dani Hayes moved to approve the current draft of the library board members job description and Wayne Hollingshead seconded. All in favor. Motion passed.

12. Schedule of Upcoming Meetings

- a. Regular Meeting: April 21, 2021
- b. Annual Meeting: May 19, 2021

13. Adjournment

- a. The meeting was adjourned at 6:30 pm.