

**Lewiston City Library**  
**Library Board of Trustees**  
**Regular Meeting | March 18, 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  
Councilor Liaison: Bob Blakey
2. Approval of Agenda
  - a. Noted typo on agenda that says February 18th although it should actually be February 19th.
3. Recognition of Visitors
  - a. Marsha Creason, Foundation Chair
  - b. Emily Sitz, ICFL Consultant
4. No public comment was provided.
5. Library Foundation Report
  - a. The foundation has postponed the gala and hope to have it this fall. Attendees have said to keep the money and they will attempt to attend if they can.
  - b. W. Hollingshead asked if M. Creason could look into finding a request for funds document that was used in the past that can be used to track payments between the city, foundation and library.
  - c. M. Creason presented to the board financial documentation regarding the upcoming rooftop gallery project. M. Creason noted that with everything totaled that there was a \$133,891.60 deficit though she noted the foundation has taken out a line of credit that would cover this deficit.
  - d. Discussion was held between the foundation and the board in regards to presenting the rooftop gallery project to city council for approval.
6. Emily Sitz - Idaho Commission for Libraries presentation on performance review
  - a. Emily presented to the board regarding performance evaluations for directors. She reviewed the performance evaluation that the board of trustees created for the director.
    - i. Emily Sitz recommended using a consent agenda to have items for discussion later instead of discussing it all at meetings.
    - ii. Emily Sitz felt it would be beneficial for the director to receive more feedback on how to move to higher levels of competency and what they really mean in the performance evaluation. She questioned how many reports were really needed.
  - b. Bob Blakey suggested doing the evaluation after September 1st to know what your budget looks like and if the director has come in under budget.
7. Review

- a. Correspondence --Almeda Oglesby and Todd L and Patricia G Maddock donations were received from the Idaho Community Foundation.
  - b. Statistical Report
    - i. L. Johnson was hoping to see a higher amount of circulation numbers in reflection to the fine free implementation but it hasn't happened yet.
    - ii. L. Johnson wanted to point out higher VALNet checkout numbers and that it has doubled since June. She added that she interprets the numbers to show when borrows and loans balance out it means you have a healthy collection. She continued by saying that the higher number of withdrawn items are due to people coming and paying item replacement fees as well as the DVD project. The book club kit project has finished and is available in the first floor area.
8. Approval of Minutes
- a. Regular Board Meeting: February 18th, 2020
    - i. Pam Howard moved to approve the February 19th regular meeting minutes and Dr. Bill Cone seconded. All in favor. Motion passed.
  - b. Special Meeting: March 12th, 2020
    - i. Pam Howard moved to approve the March 12th special meeting minutes and Diana Ames seconded. All in favor. Motion passed.
9. Financial Report/Statement of Expense
- a. L. Johnson mentioned the new book club kit bags expense. The Idaho book orders were funded with Tscmeninicum donations.
  - b. L. Johnson pointed out an issue with the vendor Ednetics, that the library needed a more thorough explanation of services on the invoice, and that we issued payment for six months of corrected invoices.
  - c. Lynn pointed out that the Orbis Courier Service fee was a fee that wasn't being paid for by the previous director although the service was still being used. As soon as she was informed about it she ensured the library would issue payment.
    - i. Diana Ames moves to approve the financial report and Pam Howard seconded. All in favor. Motion passed.
  - d. L. Johnson informed the board of various grants that the library has received in this fiscal year. In expenses, she mentioned that there were some transfers made for the purchase of a new disc cleaning machine, and programming guides, and publishing costs.
10. Committee Reports
- a. Art Committee
    - i. P. Howard had a visiting artist from LCSC, Rachel Jameton that makes miniatures, meet with the art committee. The Art Committee will be helping with a display of her work. The plan is to also leave the quilts up for the time being.
  - b. Public Education Committee
    - i. B. Cone said once they know more information about the project they will meet again and go from there.
11. Director's Report

- a. L. Johnson has been in contact with K & G about when construction could begin on the canopy and they informed her that they could begin on this coming Thursday. L. Johnson, Wayne met with A. Nygaard to confirm that this was okay to begin.
- b. L. Johnson has said that city I.T is busy at the moment with setting up the website but with currently not helping patrons as much will, this will give the library staff a chance to begin work on the website.
- c. The valnet directors have agreed to move back due dates on materials to April 30th in order to keep patrons from being penalized for not being able to come to the library.L. Johnson said that Valnet has done a patron purge, she noted that the past director used to ask the board about this in the past but that it is a standard yearly Valnet process.The Macmillan boycott will be ending since Macmillan will not limit the number of purchases for libraries and will also release the materials on publication date. The Ryan Dowd training was canceled due to the Coronavirus as well as other libraries backing out of the training. We hope to reschedule in the fall if possible. L. Johnson said that they plan to get back to working on the makery policy after getting back with Jana Gómez .

## 12. Unfinished Business

### a. 3D Printing Roll Call

- i. Pam Howard moved to approve the implementation of the new 3D printing fees per the Library 3D printing policy and Bill Cone seconded. All in favor. Motion Passed.
- ii. Call Vote: VOTING AYE: Hollingshead; Ames; Cone; Hanson; Howard
- iii. VOTING NAY: None.

## 13. New Business

### a. Collection Development Policy

- i. L. Johnson said based on current city rules there should be a resolution every year in order to surplus materials. She has redrafted the collection policy and asked that donations are received by the Friends although delivered here to the library. The Friends will process the materials here and then donate any items appropriate to the library for the collection. An MOU will be developed with the Friends. L. Johnson mentioned that current librarians met to edit the current policy.

- 1. Pam Howard moved to accept the updated collection development policy and Diana Ames seconded. All in favor. Motion passed.

### b. Damaged Artwork - Action Item

- i. L. Johnson told the board that a piece of space art we had in the building fell overnight which was a canvas giclee reproduction. The painting was damaged right over the artist's signature. The owner of the piece would like to donate the piece after he is reimbursed. Lynn stated that the current value of reimbursement is valued at no more than \$1,300 with framing costs.

- 1. Pam Howard moved in favor of paying for the art in exchange for the damaged piece of art to go into our permanent collection for up to \$1,200 and Diana Ames seconded. All in favor. Motion passed.

### c. Request for Rooftop Gallery Funding to Foundation

- i. Pam Howard moved and Wayne Hollingshead seconded to formally request the foundation for payments of advertising in the Lewiston Tribune and the architects fee in the amount \$20,120.40. All in favor. Motion Passed.
- d. Draft Procedures for Reduced Services Phases
  - i. L. Johnson advised the board that if we close, we would do curbside pickup like other libraries in Valnet are doing in order to minimize contact with patrons.
  - ii. Discussion was held to discuss the possible closure of the library building by the Lewiston City Council or City Manager. The board will defer the decision to the emergency manager A. Nygaard as a department of the city.

14. Schedule of upcoming meetings

- a. Regular Meeting: April 15, 2020
- b. Regular Meeting: May 20, 2020

15. Adjournment

- a. The meeting was adjourned at 7:35 pm.