

Lewiston City Library
Library Board of Trustees
Regular Meeting | April 15, 2020
Virtual Meeting via Google Meet

1. Call to Order: Meeting was called to order at 5:02pm by Chair Wayne Hollingshead.
Trustees Present: Wayne Hollingshead, Dr. Bill Cone, Dr. Andy Hanson, Diana Ames and Pam Howard
Library Staff: Library Director Lynn Johnson, Bruno Alvino
Councilor Liaison: Bob Blakey
2. Approval of Agenda
3. Recognition of Visitors
 - a. Marsha Creason, Foundation Chair
4. Public Comment
 - a. None
5. Library Foundation Report
 - a. M. Creason said that the Foundation is excited to keep fundraising for the outdoor space. On the Foundation board, some tiles have already been purchased. The Foundation will go out to the public to sell the remaining tiles. M. Creason mentioned this will be an ongoing project for funding with 600 tiles to sell.
6. Review
 - a. Correspondence
 - i. None reported
 - b. Statistical Report
 - i. L. Johnson reported as expected the library saw a drop in usage of physical materials and patrons in the building. Online resource usage was up a bit. Some of the increase in hits are from staff accessing resources while working from home. Director Johnson reported that Overdrive usage is up. The reduction in borrows have also been attributed to the transition to curbside pickup only.
7. Approval of Minutes
 - a. Regular Board Meeting: March 18, 2020
 - i. Dr. Bill Cone had a question regarding a note on Emily Sitz's presentation in which she suggested using a consent agenda for meetings.
 - ii. Pam Howard moved to approve the minutes and Dr. Bill Cone seconded. All in favor. Motion passed.
8. Financial Report/Statement of Expense
 - a. Approval of Statement of Expense
 - i. Staff are prioritizing the online collection due to the library closure. L. Johnson explained that she is shifting funds budgeted for ebook and audiobook purchases

later in the year to increase current spending on those resources given the current situation.

- ii. Vendor, Baker & Taylor, has been requested to ship to the catalogers home in order to keep processing materials. Materials have not arrived yet so the expectation is that we will be backlogged with these items when we reopen.
- iii. Andy Hanson asked if Director Johnson got word from the city in terms of different budget scenarios. She reported she has not heard back from the city of any possible cuts yet.
- iv. Andy Hanson also asked if the library had to make some cuts in the budget would it be possible at this time? Director Johnson responded by saying that yes, there are places where cuts could be made if need be.
 - 1. Diana Ames moved to approve the financial report as presented and Pam Howard seconded. All in favor. Motion passed.

9. Committee Reports

a. Art Committee

- i. Pam mentioned that the art committee did not meet this month and looked forward to meeting when they could meet in person again.

b. Public Education Committee

- i. Dr. Bill Cone mentioned that there is not a report for this month and he won't have anything until there is a start date for the Rooftop project.

10. Director's Report

a. Canopy Project Update

- i. Lynn Johnson informed the board that K&G reached out to tell her that they could not get the original epoxy that was mentioned in the original drawing but they have added new epoxy in the updated drawing thanks to work done by TD&H and Alfred Sanchez.
- ii. They have been working on the canopy recently and added the steel plates and bolts to the lower main portion.

b. Miscellaneous

- i. L. Johnson told the board that the website launch date has been pushed back as City I.T has been busy due to the current situation with COVID-19. B. Gardner has been working on the library's website during the shutdown.
- ii. L. Johnson reported that the Valnet Directors have had conversations about reopening with curbside pickup. The Directors feel if they reopen the curbside pickup service it should only be limited to the local library collection and not to allow patrons to get holds from other libraries to limit the risk of exposure.
- iii. L. Johnson mentioned that Marsha Creason, Ben Larsen, Larry Kom and Marshall Mangum met about the tentative schedule for starting construction on the outside rooftop project which is being delayed at the moment due to the governors stay at home order. L. Johnson also added that Larry Kom is also willing to come to the monthly board meetings to explain the expenses throughout the project.

11. Unfinished Business

a. Signage Project

- i. Signage project images were provided to the board which included signage for staff offices, and public meeting areas as well ADA signage which was recommended by an earlier city-wide ADA review. L Johnson stated funds could come from capital structures and improvements as it is a building project.
 1. Diana Ames moved to approve moving forward with the signage project purchase and installation if the costs quoted includes installation and Dr. Andy Hanson seconded. All in favor. Motion passed.

12. New Business

- a. Director Evaluation Tool and Process
 - i. Chair Wayne Hollingshead mentioned that he asked Lynn to add this item to the agenda as he would like for the board to come up with an approach for Lynn's next review. D. Ames discussed the possibility of having a special meeting in regards to discussing developing the approach and expectations. Dr. Andy Hanson said that there has been an appetite for a 360 approach to not review Lynn, but to review the library as a whole and to measure the health of the relationships with its partners. W. Hollingshead asked to tentatively have a single topic meeting about this by the end of May and if that can't be possible the board would meet virtually to have something ready for a June meeting which would put something in place for the last six months of the year. It was decided that Lynn would develop a document including the groups that the library partners with for the board to use in the 360 review process.
- b. Expiration of Board Member Term in May
 - i. Dr. Bill Cone will retire from the board at the upcoming annual May meeting. W. Hollingshead asked L. Johnson what kind of person she would like to see on the board. She responded that she would like to see someone who is a library user or understands what libraries do and to increase diversity of the board.
- c. Working from Home Update
 - i. L. Johnson told the board that the city has developed a plan for employees to work from home. Beginning this pay period, she and either B. Alvino or W. Younger are in the building. Staff working in the building have the option of claiming COVID pay. She added that some staff are working at home on the collection in terms of fixing labels and converting a custom made BISAC list to a BISAC list that is used by the entire country to make the collection more user friendly.
 - ii. L. Johnson also informed the board that city departments have been working with each other to offer employees to work in other departments if needed. The library has one staff member who is working for the transfer station on a 40/60 schedule.

13. Schedule of upcoming meetings

- a. Regular Meeting: May 20, 2020
- b. Regular Meeting: June 17, 2020

14. Adjournment

- a. The meeting was adjourned at 6:22 pm.