

**Lewiston City Library**  
**Library Board of Trustees**  
**Regular Meeting | May 20, 2020**  
**Virtual Meeting via Google Meet**

1. Call to Order: Meeting was called to order at 5:07 pm 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. The Foundation has not met lately due to COVID limitations.
6. Review
  - a. Correspondence
    - i. None reported.
  - b. Statistical Report
    - i. Numbers for April have drastically changed from the previous year's comparison due to COVID-19 closure. Stats for the program we are counting that for attendance. Outreach included the book hunt in the parks and books from ICFL were taken to the free lunch sites and the Community Action food bank.
7. Approval of Minutes
  - a. Regular Board Meeting: April 15, 2020
    - i. Dr. Bill Cone moved and Wayne Hollingshead seconded the motion. All in favor. Motion passed.
8. Financial Report/Statement of Expense
  - a. Approval of Statement of Expense
    - i. Wayne Hollingshead noted what appears to be a higher amount used for certain accounts expense accounts which Director Johnson mentioned was attributed to encumbrances. Our printing expense account appears higher than usual due to the printing cost of the programming guides.
      1. Diana Ames moves to approve the monthly financial report and the statement of expenses. Dr. Bill Cone seconded. All in favor. Motion passed.
9. Election of Officers

- a. Dr. Bill Cone nominated Dr. Andy Hanson to be library board chair and Diana Ames seconded. All in favor. Motion passed.
- b. Dr. Bill Cone nominated Diana Ames to be vice-chair of the Board of Trustees and Wayne Hollingshead seconded. All in favor. Motion passed.

## 10. Committee Reports

- a. Art Committee
  - i. P. Howard stated they didn't meet and there is nothing to report at this time.
- b. Public Education Committee
  - i. B. Cone says there hasn't been a meeting and would recommend sending out a simple press release about the outdoor project starting. Lynn Johnson mentioned that the library will have a new project page on their new website for the Foundation's projects.

## 11. Director's Report

- a. Canopy Project Update
  - i. Have been coordinating with K & G, they have recently cut into the interior doors and have requested to not exceed \$3,400 for an addition to the project which was noted before. The Board requested that LJohnson make contact with JSmith of Community Development to follow up with K & G about the most recent request and changes to the internal plate design.
- b. Website Update
  - i. Technology Librarian, B. Gardner, previewed a few pages from the new website for the board including a variety of modifications from the old one.
- c. Staffing
  - i. Director Johnson said we have started bringing staff back this week and due to upcoming construction some staff had to move office space to the first floor meeting space. She added that we also had one staff member resign during the work from home time period.
  - ii. Director Johnson added that we have hired two summer associates which will work outside with SRP and at free lunch sites. They will be spread around town. One of the associates is an employee who is currently an assistant.
  - iii. Long term, Johnson is looking at reclassifying positions based on the hours worked so people who would work less than 20 hours would be considered pages.
- d. COVID Stages of library services
  - i. Director Johnson plans to start computer usage for patrons on a limited basis by appointment only next week. L. Johnson added that patrons will be offered masks if they want one. She also added that hand sanitizer stations are available and disinfectant wiping will be done. Wayne Hollingshead noted that the children's area is where he sees large groups of people hanging out. Lynn Johnson agreed and let the board know that the couches in that area are cloth and are worn out. They have been sent out to a local business to get them reupholstered while patrons are not in the building.
- e. Miscellaneous
  - i. The signage project is underway with some of it completed. Braille signage installation still remains.

- ii. A pre-construction meeting for the Rooftop was held May 14 with weekly meetings scheduled for Thursdays at 9 am.
- iii. The library has the opportunity to apply for Cares Act funding through ICFL and is determining the most appropriate items to fund.
- iv. City Council budget meetings are coming up, the Library budget request will be presented on June 22nd.

## 12. Unfinished Business

- a. Rooftop Cash Flow Process
  - i. Lynn presented the approximate month by month plan for billing for CKA and Mangum Construction provided by Larry Kom. She proposed a rooftop cash flow process in which deposits would be requested during the previous month from the Foundation.
    - 1. Diana Ames moved to approve the cash flow process as outlined by Lynn Johnson and approved by Marsha Creason. Dr. Bill Cone seconded. All in favor. Motion passed.
- b. Request for Funds from Foundation
  - i. Dr. Bill Cone moved to request \$80,000 in funds from the foundation for the May and June construction payments. Wayne Hollingshead seconded. All in favor. Motion passed.
- c. Set date for Evaluation Process Meeting
  - i. The library Board of Trustees will plan to meet on June 10th 5:00 PM in the event space for an evaluation process special meeting.
- d. Canopy Funding
  - i. The Board requested that L. Johnson inquire with JSmith about changes requested by K&G to the original plan provided by TD&H and why these changes would require an increase of \$3400 to the project.
- e. Transfer of Funds for Construction from Trust Account
  - i. Dr. Bill Cone moved to and Wayne Hollingshead seconded a motion to move \$80,000 to the capital cash expense account once received from the Foundation to cover upcoming construction expenses. All in favor. Motion passed.

## 13. New Business

- a. 2021 Budget
  - i. Lynn met with Finance and A. Nygaard to review the 2021 budget which is projected to be close to the same as 2020. L. Johnson proposed that any increase requests come from library cash reserves instead of using taxes.
- b. Expanding Outreach
  - i. L. Johnson mentioned that part of the strategic plan is to reach out to the Orchards. She added when she went to PLA, she was able to see how other libraries are handling outreach. L. Johnson said she would like to pursue grant funding to fund outreach through a book mobile service. A mobile service would allow for reaching all age groups, homebound, residential care and summer reading programs.

## 14. Schedule of upcoming meetings

- a. Special meeting: June 10, 2020

b. Regular Meeting: June 17, 2020

15. Executive Session: Roll Call Vote

a. Dr. Bill Cone moved to go into executive session and Wayne Hollingshead seconded.  
All in favor.

b. Aye: Wayne Hollingshead, Bill Cone, Pam Howard, Diana Ames, Andy Hanson

16. Adjournment

a. The meeting was adjourned at 6:55 pm with a motion to leave the executive session and adjourn by Bill Cone and Diana Ames. Motion carried.