

**Lewiston City Library**  
**Library Board of Trustees**  
**Special Meeting | June 10, 2020**  
**Virtual Meeting via Zoom**

1. Call to Order: Meeting was called to order at 5:01 pm by Chair Andy Hanson.  
Trustees Present: Wayne Hollingshead, Dr. Andy Hanson, Diana Ames and Pam Howard  
Trustees Absent: none  
Library Staff: Library Director Lynn Johnson, Bruno Alvino  
Councilor Liaison Absent: Bob Blakey
2. Approval of Agenda
3. Recognition of Visitors
  - a. None
4. Public Comment
  - a. None
5. Unfinished Business
  - a. Measures and Process for Library 360 Evaluation
    - i. Discussion was held on how to better improve on the process for upcoming library director evaluation. The board considered five groups or individuals that provide valuable perspective for a 360 style evaluation. L. Johnson brought up the Library Board of Trustees, Library Foundation, Valnet Board of Directors, Friends of the Lewiston Library and the City Leadership Team. Dr. A. Hanson brought up a variety of questions that could be used and noted that depending on the group, a different set of questions could be used. He mentioned that the board's job is to ask three or four questions to get a better perception of how the library is doing and how the library can improve. Dr. A Hanson asked L. Johnson what she envisions during an evaluation. She commented that she would value being evaluated on the following categories of communication, the strategic plan, finances. The director's evaluation takes place in January. Establishing a measure of where the library is and what would equate to improvement was discussed. Andy Hanson will develop the rubric for the 360 evaluation tool. He noted that the July meeting discussion should include how the board will determine what levels have been met. The board will consider both qualitative and quantitative work. Dr. A Hanson asked the rest of the board if they wanted to provide input regarding the evaluation tool to email him before the upcoming meeting.
  - b. Canopy Repair Update
    - i. L. Johnson recently had a conversation with John Smith from Community Development and they received an updated bid total of \$2,781 with an itemized list instead of the \$3,400 requested previously. The board felt this was within the reasonable potential 15% increase in construction costs above the original bid and that the project needs to be completed promptly.

6. New Business

a. a. Request and Transfer of Funds for Rooftop Construction Project - Action Item

- i. Wayne Hollingshead moved to request \$10,345.43 for plan review and building permit costs from the Foundation and that upon receiving the funding into the trust account, transfer the funds to the capital cash account along with the \$20,090.40 received in March from the Foundation to pay for the outstanding bills including permit and plan review, as well as \$13,300 submitted for May for CKA and Mangum Construction. Diana Ames seconded. All in favor. Motion passed.

7. Adjournment

- a. The meeting was adjourned at 5:57 pm.