

**Lewiston City Library**  
**Library Board of Trustees**  
**Regular Meeting | June 17, 2020**  
**Event Space**

1. Call to Order: Meeting was called to order at 5:08 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, Bonnie Gardner  
Councilor Liaison Absent: Bob Blakey
2. Approval of additions and deletions to agenda, if any - none requested
3. Recognition of Visitors
  - a. Marsha Creason, Foundation Chair
4. Public Comment (limit to 3 minutes per comment)
  - a. None
5. City of Lewiston Council Report
  - a. None
6. Library Foundation Report & Report Construction Update
  - a. M. Creason is excited that construction is about to start. She noted the contractor has begun staging things. The Foundation is continuing to sell floor tiles and has recently met with the engraver. She has also sent out a letter to people who have pledged or said they were interested. Tiles will go to the engraver in the middle of July once received by the contractor. The plan is for the tiles to be placed in August. Marsha noted that she has sold 27 tiles so far. The Lewiston Library Foundation is considering a press release next week for a photo op for the tiles. The Lewiston Library Foundation is also planning to remove some of the art in the library basement that hasn't sold in multiple previous art sales.
7. Review
  - a. Correspondence
    - i. Received a letter from Todd Maddock in response to a thank you letter from L. Johnson after the library received his annual donation through the Idaho Community Foundation.
  - b. Statistical Report
    - i. L. Johnson noted an increase in Overdrive usage that has consistently gone up. Lynn mentioned that the childrens statistics came from views on their social media postings.
    - ii. The library partnered with ICFL and the Friends to give away books and toothbrush kits that were handed out at free lunch sites.
    - iii. L. Johnson wanted to note that the Valnet loans to other libraries numbers are muddy numbers, with that in mind she will be looking to see if they can write a more accurate report to gather data on actual requests filled versus items

transferred to other libraries. During the closure our book drop was one of the only ones open in the valley and most of the materials reported were materials returning to their home libraries rather than holds to fill.

## 8. Approval of Minutes

### a. Regular Board Meeting: May 20, 2020

- i. Wayne Hollingshead moved to approve the May 20 board meeting minutes and Diana Ames seconded. All in favor. Motion carried.

### b. Special Board Meeting: June 10, 2020

- i. Pam Howard moved to accept the meeting minutes as corrected, removing M. Creason in attendance, and Diana Ames seconded. All in favor. Motion passed.

## 9. Financial Report/Statement of Expense

### a. Approval of Statement of Expense

- i. L. Johnson provided an overview of the items on the monthly financial report. L. Johnson mentioned that the library staff recently met with another book and media vendor in an effort to compare prices and services to the current vendor who she reported has had issues with consistent delivery of services and materials. She will continue to research the move to using more than one vendor to ensure that the library can do so since the previous library director had requested that City Council allow the library to follow sole source purchasing processes.
- ii. Wayne Hollingshead asked if there is some oversight in regards to what happens if a staff member is to leave ensuring bills don't get lost or dropped. Lynn Johnson replied that we are in the process of beginning to use software to track assets, licenses and renewals. Communication with staff, the use of Munis as a tracking tool, and keeping records in the Google drive are also ways the director is managing organization of library contracts, assets and bills.
  1. Diana Ames moved to approve the monthly financial report and Wayne Hollingshead seconded. All in favor. Motion carried.

## 10. Director's Report

### a. Personnel

- i. L. Johnson noted that we had a 24 hour employee resign and had a 10 hour a week employee resign. She noted that one of the employees who resigned did complete a questionnaire which will be reviewed at next month's meeting at an executive session.
- ii. L. Johnson has been working with W. Younger to balance out hours for part time employees and create a consistent schedule for staff. At the moment we have two 24 hour library assistant positions open. A goal of the director is to have all assistants work 24 hours rather than 27 hours to work with the schedule better. She commented that anyone that would work under 20 hours would be considered a library page in the future. She added that we have over 60 applicants to review late next week.

### b. Grants

- i. Lynn Johnson and Bonnie Gardner applied for a \$1,000 grant from the Idaho Commission for Libraries through Cares Act funding they received and will be

getting a check from the state in early July. The grant will fund video recording and editing equipment and software for patrons to use in the library.

- c. Policy
  - i. Lynn commented that she meets with City Attorney Jana Gomez quarterly, they recently met to go over the confidentiality policy.
- d. Projects
  - i. K & G have been asked to proceed on their project. Lynn reported that they sent the change order with a guarantee to get paid in 10 days which would not work under city finance guidelines. A new draft was received and is in the process of being signed.
  - ii. Lynn reported that the signage project is almost complete, with installation of the Braille signs needing completed..
  - iii. The Lewiston Library is attempting to partner with Storycorps to offer recording of personnel stories on site or online in our area.
- e. Strategic Plan
  - i. The strategic plan has been updated to reflect progress in completing the building with the Rooftop project, developing the volunteer program, partnering with other organizations, redesigning our website, and promoting activities through the programming guide. Challenges due to the COVID closure were also recorded.
  - ii. Lynn reviewed the capital and operating funds and commented on what she will present during her budget report for the upcoming city council meeting on Monday and how it relates to the strategic plan.
- f. Programming and Publicity
  - i. L. Johnson said that Youth Services reported that they have had 130 people sign up for the Summer Reading Program. They also have current programs that are starting back up that are related to teens in the hope that will bring in some teens back into the library and that they can develop the teen advisory committee which is included in the strategic plan.

## 11. Unfinished Business

- a. Board Candidate Update
  - i. L. Johnson reported that the city clerk has received one application and the library staff has handed out one in person. Other staff have been spreading the word too. Diana Ames and Pam Howard volunteered to interview potential candidates.
- b. Approval of Rooftop Construction Project Expenses - Action Item
  - i. Lynn Johnson brought up discussion about the upcoming Pay App #2 which appears higher than originally estimated. Discussion was held over the increased amount and to see what will be done.
    - 1. Wayne Hollingshead motioned to authorize the payment of \$63,650 to be paid out as soon as they can. The additional \$20,000 will be paid out as soon as those funds are received from the Foundation and transferred from the trust account to the capital cash account. Diana Ames seconded. All in favor. Motion passed.

2. Diana Ames moved to request from the Foundation and approve the transfer of funds in the amount of \$155,800 to cover the projected expenses for the contractor and \$1,000 for Castellaw Kom to the capital cash account for July as soon as it is once received from the Lewiston Library Foundation. Wayne Hollingshead seconded. All in favor. Motion passed.

## 12. New Business

- a. Confidentiality of Records Policy First Reading - Action Item
  - i. Lynn Johnson mentioned that when she was reviewing policies she noted that this policy was last updated in 2003. She mentioned she met with City Attorney Jana Gomez who offered suggestions into the current draft of the policy.
    1. Wayne Hollingshead moved to accept the changes to the confidentiality of records policy as submitted by city counsel and Diana Ames. All in favor. Motion passed.
- b. Library Foundation Liaison - Action Item
  - i. Diana Ames moves to request Wayne continue as liaison to the foundation and attend meetings as he can. Pam Howard seconded. All in favor. Wayne Hollingshead abstained. Motion passed.
- c. Bylaws Review and Update
  - i. Chair Andy Hanson brought the Bylaws for the board members to review in order to consider any possible changes. Discussion was made about looking at the possibility of creating a consent agenda for future board meetings. Lynn noted that on a consent agenda, the board could include correspondence, the statistical report, and statement of expense. If a board member wants to discuss any of the items on the consent agenda, they ask to have it moved to the active agenda during the meeting. A. Hanson noted this change would require a change to the Library Board Bylaws. A. Hanson asked Diana if she would be willing to redraft article IV. Meeting D. of the Bylaws and present it by next meeting.

## 13. Schedule of Upcoming Meetings

- a. Regular Meeting: July 15, 2020
- b. Regular Meeting: August 19, 2020

## 14. Adjournment

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