

**Lewiston City Library**  
**Library Board of Trustees**  
**Regular Meeting | July 15, 2020**  
**Event Space**

1. Call to Order: Meeting was called to order at 5:02 pm by Chair Andy Hanson.  
Trustees Present: Andy Hanson, Diana Ames, Pam Howard  
Trustees Absent: Wayne Hollingshead  
Library Staff: Library Director Lynn Johnson, Bruno Alvino, Colleen Olive  
Councilor Liaison: Bob Blakey
2. Approval of additions and deletions to agenda, if any - none requested
3. Recognition of Visitors
  - a. Marsha Creason, Lewiston Library Foundation President
4. Public Comment (limit to 3 minutes per comment)
  - a. None
5. City of Lewiston Council Report
  - a. Bob Blakey stated L. Johnson gave a great budget presentation to the city council which he felt was accurate and didn't ask for a whole lot more than what has been asked previously.
  - b. Diana Ames asked Bob Blakey for a date when the budget is finalized and he mentioned that there are still some steps to go through but usually they are approved on the third public hearing in the third week of August.
6. Library Foundation Report & Report Construction Update
  - a. The Lewiston Library Foundation President Marsha Creason reported that they are still continuing to raise money for the construction and that it's going well. She noted that tiles will be coming next week and then will begin engraving them.
7. Presentation by Staff - Colleen Olive and the Summer Reading Program
  - a. Youth Services Librarian Colleen Olive presented a report on the Summer Reading Program and how it's going during the pandemic. She commented that the Summer Reading Program has been a rollercoaster ride due to the pandemic and the changing situation. She indicated that they are continuing to have limited programming in person and virtually, but have given away, thanks to the Idaho Commission for Libraries and Friends of the Lewiston City Library, many books at multiple food delivery sites.
8. Review
  - a. Correspondence
    - i. Donation letters and funds have been received in memory of Sally Zimmerer totalling \$205 at this time.
  - b. Statistical Report
    - i. Lynn and Bonnie noted that the item withdrawn total was inaccurate due to errors caused by a database security patch by our hosting company, Bywater Solutions,

and therefore not reported. Lynn informed the board that she will present an updated number at the next meeting.

## 9. Approval of Minutes

### a. Regular Board Meeting: June 17, 2020

- i. Diana moved to approve the June 17th regular meeting minutes and Pam Howard seconded. All in favor. Motion passed.

## 10. Financial Report/Statement of Expense

### a. Approval of Statement of Expense

- i. L Johnson informed the board that we have grant expenditures running through operating supplies as she was informed by city finance that she could transfer funds from the grant expenditures account into our operating supplies expense account. Lynn noted that the carpet sticker expense can be reimbursed by FEMA as they were for directing patrons for social distancing.
  1. Diana Ames moved to approve the monthly report for June 2020 and Pam Howard seconded. All in favor. Motion carried.

## 11. Director's Report

### a. Personnel

- i. We recently hired two part time 24 hour assistants to replace staff that had resigned during the COVID closure and moved to other positions.

### b. Grants

- i. L Johnson reported that Marsha Creason won an Avista grant which included funds for the Foundation and used laptops for the library.

### c. Policy

- i. There were no policy updates at this time.

### d. Projects

#### i. Canopy Update

1. Alfred Sanchez met with K&G staff and L Johnson. K&G staff was instructed on how to complete the project internally. Earlier in this week C Kilcup mentioned they are waiting on approval from the building inspector. They just need to do some drywall patching inside and welding outside and then Lynn will request Facilities to paint the canopy. Lynn provided an oral financial update listing \$1,000 paid out to TD&H for further design work and \$3495.40 to K&G for materials.

#### ii. Website

1. The website went live on July 1st and L Johnson noted that any issues that have been reported are being looked into with user testing taking place here at the library.
2. League of Women Voters
  - a. The League of Women Voters requested to mount a banner on the south east facing side of the building in honor of women receiving the right to vote. A. Hanson mentioned we might need to develop a policy in regards to hanging banners and the outside of the building. We want to be careful about setting precedent and look

into developing a policy that would align with the library's mission.

iii. Signage Project

1. There are now braille signs on all of the meeting room doors which means the signage project is now complete. L Johnson mentioned she would prefer to take this expense out of the operating budget as she would like to maintain the capital trust account balance and she believes the funds will be available in operating expenses.

iv. Hotspots

1. Lynn informed the board that the library has been researching acquiring mobile hotspots to lend. Staff members have met with multiple vendors. She has also consulted with the city attorney to discuss contract requirements. T-Mobile was the vendor chosen after comparing options and have been asked to provide 5 hotspots that will cost less than \$2,000 for the year. Lynn noted that the hotspots will be filtered as per the new Idaho law.

v. Baker and Taylor

1. In an effort to fully utilize the collection budget, the back ordered items on order with Baker & Taylor were cancelled and the purchasing staff is looking at other options for filling the orders. They are doing test orders with other vendors to see if they can get things filled more quickly. After consulting with J Gomez and J Schwank, L Johnson let the board know that they will continue on with the Baker & Taylor contract until it expires in 2021 but in an attempt to use our funding and staff more efficiently, plan to catalog and prepare materials on site. We also plan to diversify the vendors we use to acquire materials.

vi. Capital Improvement Plan

1. Dan Marsh asked the departments to send him an updated capital improvement plan, otherwise known as the CIP. L. Johnson provided updates to the board regarding the status of projects that were to be done as of 2017. Lynn asked the board for ideas they may have for future projects and if they could share them with her in the next few weeks. She mentioned the need for expanded shelving in the children's area, continuing to plan for mobile library services, and the technology lab partitions.

vii. Letters

1. Staff have sent out letters to let people know they have materials that they have not returned. At this time, \$800 worth of materials back have been returned.

e. Strategic Plan - there was no update on the strategic plan, other than parts of it will be mentioned in the Citizens' Guide to the Budget to be released after the budget is set by the city council.

f. Programming and Publicity

- i. Lynn noted that if a mask order goes into effect that may impact on children's programming due to the difficulty of reading to children with a mask on. Andy Hanson suggested considering face shields as an alternative.

## 12. Unfinished Business

- a. Request for Funds From Foundation - Action Item
  - i. Diana Ames motioned to rescind the 6/17 motion of transferring \$155,800 from the trust account to the capital account for pay app 3 and to replace it with the pay app amount of \$111,150 and Pam seconded. All in favor. Motion carried.
  - ii. Diana Moved to request funds in the amount \$1,094.14 from the Foundation to be paid to CKA for a June invoice. Pam Howard seconded. All in favor. Motion carried.
- b. Approval of Rooftop Construction Project Expenses - Action Item
  - i. Diana Ames moved to approve to pay \$111,150 dollars to Mangum Construction for pay app 3 as well as a separate amount of \$1,094.14 to CKA and Pam Howard seconded. All in favor. Motion passed.
- c. Changes to Bylaws - Action Item.
  - i. Diana Ames presented a proposed bylaws change for the board to review. Bob Blakey asked why the board asks for recognition of visitors in which the board uses it as a courtesy to understand the primary visitors. Bob Blakey also suggested looking into putting public comments and correspondence together. Bob Blakey also suggested changing “new business” to “active agenda” as a place for items from the consent agenda.
    1. Diana Ames moved to present the agenda and order of business in the order drafted at the meeting in August for a vote. Pam seconded. All in favor.
- d. Library Director 360 Evaluation
  - i. Draft of survey to key groups
    1. Andy Hanson described from his notes the key groups that the board will get input from, how they will gather the input, the type of questions that will be asked and a clarifying question that will gauge the “lense” from which the person providing information views the library. Different department heads will be included from year to year based on the projects being done.
  - ii. Rubric/Scoring proposal
    1. A. Hanson presented the board an overview of a possible rubric to evaluate the library director and establish areas of improvement for the library.
    2. A. Hanson offered to put the document together and then at the August meeting with the board will fine tune it by having a penultimate draft.

## 13. New Business

- a. Review of Board Candidate
  - i. Lynn Johnson asked if the board would like to go forward with an interview process or review the candidate in the executive session. The board decided to further discuss the candidate in executive session and advise the director of next steps at that time.
- b. Budget Amendment for FY2020
  - i. Lynn informed the board that donations will come in over the \$500,000 line in the budget that was requested for FY2020 revenue and expenses for the Rooftop

project and she has submitted a budget amendment of \$200,528 to D. Marsh and W. Lavoie to address the additional revenue and expense.

14. Schedule of Upcoming Meetings

- a. Regular Meeting: August 19, 2020
- b. Regular Meeting: September 16, 2020

15. Executive Session - Action Item

- a. Diana Ames moved to go into executive session per Idaho Code 74-206(1)(a) and Idaho Code 74-206(1)(b) and Pam Howard seconded.
- b. Roll Call Vote
  - i. Aye: Andy Hanson, Diana Ames, Pam Howard
  - ii. Nay: None
- c. Diana Ames moved to leave the executive session and Pam Howard seconded. Motion carried.

16. Adjournment

- a. The meeting was adjourned at 7:24 PM