Lewiston City Library
Board of Trustees
Regular Meeting | Wednesday, March 20, 2024
Community Room

1. Call to Order: Meeting was called to order at 5:38 PM by Chair Diana Ames (by phone)
   Trustees Present: Andy Hanson, Josh Brown
   Trustees Absent: Trisha Decker, Rebecca Snodgrass
   Councilor Liaison: Jim Kleeburg
   Library Staff: Library Director Lynn Johnson, Outreach & Adult Services Library Brad Glover, Library Page Kylee Shantie

2. Recognition of Visitors
   a. None

3. Approval of Additions or Deletions to the Agenda - none

4. Public Comment & Correspondence
   a. Director Johnson shared that a donation had been made by W. Mannschreck and that a letter of appreciation was sent in return.
   b. A note of thanks from City Attorney Kayla Hermann was shared in appreciation of staff member Bruno Alvino helping with the city volunteer appreciation event.

5. City of Lewiston Council Report
   a. Councilor Kleeburg reported that the council has authorized the Mayor to enter into an agreement for the sale of the Bollinger building.

6. Library Foundation Report
   a. None

7. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings: Board of Trustees from February 21, 2024 and Art Committee Meeting Minutes from January 18, 2024
   b. Review of statistical report
   c. Approval of statement of expenses
      i. Josh Brown moved and Diana Ames seconded a motion to approve the consent agenda. All were in favor. The motion carried.

8. Committee Reports
   a. Art Committee
      i. Director Johnson reported that the art committee will meet March 21 and that a reception had been held for the current student artists from Sacajawea Middle School. The upcoming artist to be featured over the summer is Gail Siegal.

9. Director's Report

a. Introduction of Staff Member
    i. Brad Glover introduced new library page Kylee Shantie who is working directly with the Library On the Go.
b. Staffing
    i. Director Johnson shared that interviews for the two open assistant positions will take place the following week and there were almost 30 applicants. The library summer associate positions are also currently open.
c. Grants
    i. It was reported that the Clearwater Paper grant for the Library On the Go that was secured by D Ohrman, Foundation Chairman, has been deposited; the Inquiring Idaho program in April is funded by a small grant to cover the speaker's expenses by the Idaho Humanities Council; and the Active Aging beginning painting class has had two sessions and attendees are asking what other classes will be offered. In February, C Olive also received a That All May Read Grant which will allow the library to offer readers more Vox books. Director Johnson is currently considering the Nez Perce Tribal Education grant and the Walmart Community grant.
d. Facilities Grant
    i. Director Johnson shared that Valerie Warren with the help of city Grant Writer, Melinda Rose, secured a $100,000 grant to help with the cost of the library lighting project.
e. Public Internet Replacement Project
    i. The public internet replacement project wrapped up with the installation taking place Tuesday and Wednesday. The transition took little downtime and D Garr, Technology Librarian, was very helpful in completing the project with Cerium.

10. Unfinished Business
    a. Circulation Policy - Action Item
        i. The latest version was discussed, as reviewed by Assistant City Attorney Jennifer Tengono.
        ii. Josh Brown moved to approve the policy as presented and Diana Ames seconded the motion. All were in favor. The motion carried.
    b. Programs & Presenters Policy - Action Item
        i. Director Johnson described the latest update to align requesting background checks with other language used in library policies.
        ii. Diana Ames moved to approve the policy as presented and Josh Brown seconded the motion. All were in favor. The motion carried.
    c. Library Board of Trustees Bylaw Review - Action Item
        i. Board Meeting Agenda Order of Business was discussed per concern raised by City Attorney Kayla Hermann.
        ii. Josh Brown moved to strike item 3. Approval of Additions or Deletions to the Agenda form the order of business for regular meetings from the bylaws and Diana Ames seconded the motion. All were in favor. The motion carried.
    d. Items Moved from Consent Agenda - Action Item
        i. None

11. New Business
    a. Out of Area Services & Fee
        i. Methods of determining out of service area fees for obtaining a library account used by other libraries in Idaho were shared with the board by Director Johnson as she had inquired with staff at the Idaho Commission for Libraries.
        ii. Consortium considerations were discussed as in order to utilize the OPAC shared by the entire consortium to automatically charge and renew these accounts an average cost for an out of service area library account would need to be determined. Director Johnson is working on these numbers and will discuss with the consortium public library directors and then the board in hopes to eventually establish a library fees schedule.
    b. All Staff Training Day Closure - Action Item
        i. Director Johnson requested to close the library to patrons on Tuesday, May 28, to allow for all staff training.
        ii. Diana Ames moved and Josh Brown seconded the motion to close the library May 28 to allow for staff training with the understanding that library users can drop off material in the book drop on site and at Rosauers. All were in favor. The motion carried.

12. Schedule of Upcoming Meetings
    a. Regular Meeting: April 17, 2024
    b. Annual Meeting: May 15, 2024

13. Adjournment - Action Item
    a. Andy Hanson moved and Diana Ames seconded a motion to adjourn. All were in favor. The motion passed.