Lewiston City Library
Library Board of Trustees
Regular Meeting | February 15, 2023
Community Room

1. Call to Order: Meeting was called to order at 5:35 PM by Chair Diana Ames
   Trustees Present: Chair Diana Ames, Rebecca Snodgrass, and Trisha Decker
   Trustees Absent: Josh Brown and Andy Hanson
   Councilor Liaison: Rick Tousley
   Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino, and Library Assistant Shayla Ryan

2. Recognition of Visitors
   a. Robanna Brosten, concerned community member.

3. Approval of additions and deletions to agenda, if any - None

4. Public Comment and correspondence
   a. Robanna Brosten spoke to the board about her concerns regarding draft legislation currently making its way through the Idaho legislature and its negative impact on libraries.
   b. L. Johnson reported a Tscminicum Club donation for $700.00.

5. City of Lewiston Council Report
   a. R. Tousley reported some upcoming construction projects in the downtown area related to infrastructure replacement. .
   b. Council R. Tousley provided an update on the animal cruelty code, an award of a grant from the FTA and that the council approved moving forward with Clearwater Financial and a bond initiative for Community Park.

6. Library Foundation Report
   a. No report was given.

7. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings: January 18, 2023 & Art Committee October 20, 2022
   b. Review of statistical report
   c. Approval of statement of expenses
      i. Trisha moved to approve the consent agenda as listed and Rebecca Snodgrass seconded. All in favor. Motion passed.

8. Committee Reports
   a. Diana Ames reported that members have been working behind the scenes to prepare for the upcoming art installations. She added that the group has artists lined up through the fall. The committee is planning on coordinating with the Library Foundation and their gala and will host opening receptions for upcoming artists.

9. Director's Report
    a. Introduction of Staff Member
        i. Lynn Johnson introduced Shayla Ryan, our new library assistant.
    b. Grants
        i. Director Johnson reported that Brad Glover, Adult & Outreach Services Librarian, was awarded a grant for the purchase of large print books for the outreach service vehicle from the Idaho Commission for Libraries.
        ii. Director Johnson shared there has been feedback from the Historical Architect of the Idaho Heritage Trust in regards to the building's exterior.
    c. Intellectual Freedom Training Opportunity
        i. Director Johnson reported that Annie Gaines, from ICFL, has offered open seats for intellectual freedom training to the Board and the library Administrative team in Spokane, Washington. The Idaho Commission for Libraries will provide reimbursement for the trip.
    d. Staffing Update
        i. L. Johnson reported that a new library assistant has resigned for personal reasons and the library recently hired a new part time library page.
    e. Facilities
        i. L. Johnson reported that the Facilities department will be offering another RFP for custodial services to the public and that there will be an upcoming city council meeting to discuss all building maintenance requests.
    f. Board & Commission Training Opportunity
        i. L. Johnson shared that there is an upcoming training opportunity and requested to know if three trustees planned to attend in order to publish a notice of possible quorum.
    g. Communication Platforms
        i. L. Johnson reported that the library will now offer an e-newsletter which will go live in March. She also shared that library staff will be adding a chatbot to the library website to help patrons with questions they may have.
    h. Donations
        i. L. Johnson reported some recent donations that the library has received.

10. Unfinished Business
    a. Strategic Plan Update - Action Item
        i. Director Johnson and the board reviewed the most recent updates to the library strategic plan. Director Johnson asked for feedback on tasks for the one year that is remaining on the plan.
            1. Trisha Decker moved to approve the strategic plan update as presented and to allow Lynn to make any adjustments as needed. All in favor. Motion carried.
    b. Items moved from the consent agenda - Action Item
        i. None

11. New Business
    a. Letter of Intent for Facilities Improvement Grant - Action Item

i. L. Johnson presented the board with a draft letter of intent for the capital improvement grant that may be made available by the Idaho Commission for Libraries if approved through the Idaho legislative process. With board support, she will complete the letter of intent application requesting that the library be considered for this grant to complete the purchase and installation of the three remaining partitions.
    1. Rebecca Snodgrass moved to approve the letter of intent for the ICFL capital facilities improvement grant as written and Trisha Decker seconded the motion. All in favor. Motion carried.

b. Memorandum of Understanding with Friends of Lewiston Library - Action Item
    i. Trisha Decker moved to approve the memorandum of understanding with the Friends of the Lewiston Library and Rebecca Snodgrass seconded the motion. All in favor. Motion carried.

12. Schedule of Upcoming Meetings
    a. Regular Meeting: March 15, 2023
    b. Regular Meeting: April 19, 2023

13. Adjournment
    a. The meeting was adjourned at 6:58 PM
        i. Trisha motioned to adjourn.