Lewiston City Library
Board of Trustees
Regular Meeting | Wednesday, September 18, 2024
Event Space

1. Call to Order: The meeting was called to order at 5:37 PM by Chair Diana Ames
   Trustees Present: Diana Ames, Rebecca Snodgrass, Andy Hanson, Josh Brown
   Trustees Absent: Trisha Decker
   Councilor Liaison Absent: Jim Kleeburg
   Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino, Youth Services Librarian Colleen Olive

2. Recognition of Visitors
   a. Colleen Olive, Lewiston City Library Youth Services Librarian

3. Public Comment & Correspondence
   a. A thank you card was presented to the board from a volunteer thanking the library for hosting a volunteer appreciation party for the Lewiston Library volunteers.

4. City of Lewiston Council Report
   a. None

5. Library Foundation Report
   a. None

6. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings - Board of Trustees from August 21, 2024
   b. Review of Statistical Report
   c. Approval of Statement of Expenses
      i. Rebecca Snodgrass moved to approve the consent agenda as presented and Josh Brown seconded. All in favor. Motion carried.

7. Committee Reports
   a. Art Committee
      i. L. Johnson informed the board that the previous art committee minutes have been approved and that the art committee will be meeting tomorrow.

8. Director's Report
   a. Summer Reading Report - Youth Services Librarian, Colleen Olive
      i. Colleen Olive presented a summary of the Summer Reading Program to the board including information on attendance, sponsorship and events.
   b. FY 2025 Budget
      i. L. Johnson reported to the board that the final department budget that was discussed at the August meeting had been approved by the Lewiston City Council.

c. Fee Schedule
    i. L. Johnson presented a fee schedule with current and proposed fees, including a change to the out of service area card fee and possible changes to the copy fees. She proposed the board take official action at the October meeting and that a public hearing take place at next month's board meeting to allow for formal adoption.
d. Security Cameras
    i. L. Johnson informed the board regarding updates with the security cameras which included Information Systems & Security now covering the costs of future camera installations and the possible installation of cameras at library public door accesses.
e. Staffing
    i. L. Johnson reported that a part-time staff member has resigned in order to take a full-time position at another location, leaving the library with a part-time open position which currently has 10 applicants.
f. Grants
    i. L. Johnson reported that the Library has been awarded a $3,500 grant from the National Forest Community Recreation Fund which was awarded in order to buy outdoor items for library patrons to use out in the forests near our community, including dutch oven cooking equipment, gold panning equipment, snow shoes, hiking packs, and birding gear.

9. Unfinished Business
    a. Special Collections Policy - Action Item
        i. L. Johnson and the board discussed the purpose of the special collections policy.
            1. Andy Hanson moved to approve the Special Collections Policy and Rebecca Snodgrass seconded. All in favor. Motion carried.
    b. Items Moved from Consent Agenda - Action Item
        i. None

10. New Business
    a. Subcommittee of the Board Guidelines - Action Item
        i. Trustee Andy Hanson moved that Chair Diana Ames appoint a committee tasked with reconciling the Public Art Display Policy with the Lewiston Library Board Bylaws to update the sections referring to committees and to come back with proposed changes. Josh Brown seconded the motion. All in favor. Motion carried. Diana concluded that the committee would consist of Andy Hanson, Josh Brown, Lexi Brown and Director Johnson.
    b. Transfer of Funds from Trust and Authorize Payment of Awning Painting Invoice - Action Item
        i. Josh Brown moved to move the $9,878 from the Library Trust for the authorized payment to Advance Coatings and Andy Hanson seconded the motion. All in favor. Motion carried.
    c. Schedule for 360 Review & Director Performance Evaluation

i. L. Johnson asked for feedback from the board in regards to the review timeline and members of the board discussed the value of the partner survey.

11. Schedule of Upcoming Meetings
    a. Regular Meeting: October 16, 2024
    b. Regular Meeting: November 20, 2024

12. Adjournment - Action Item
    a. Josh Brown motioned to adjourn the meeting at 7:21 PM