Lewiston City Library
Board of Trustees
Regular Meeting | Wednesday, January 15, 2025
Event Space

1. Call to Order: The meeting was called to order at 5:35 PM by Diana Ames
   Trustees Present: Diana Ames, Andy Hanson, Trisha Decker via Zoom, Rebecca Snodgrass
   Trustees Absent: Josh Brown
   Councilor Liaison Absent: Jim Kleeburg
   Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino

2. Recognition of Visitors
   a. None

3. Public Comment & Correspondence
   a. A letter from Thomas Mannshreck pertaining to a recent family donation, a thank you letter from Kathee Tift from the University of Idaho extension office in appreciation of 2024 partnerships, and cards and information relating to three donations.

4. City of Lewiston Council Report
   a. None

5. Library Foundation Report
   a. None at this time.

6. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings - Board of Trustees from December 18, 2024
   b. Review of Statistical Report
   c. Approval of Statement of Expenses
      i. Andy Hanson moved to approve the consent agenda and Rebecca Snodgrass seconded. All in favor. Motion carried.

7. Committee Reports
   a. Art Committee
      i. L. Johnson reported that the Art Committee will determine a new chair at the meeting on January 16.

8. Director's Report
   a. Grants
      i. L. Johnson reported that Director Johnson and D. Garr have completed three ICFL tech grants with the monetary grant request at just over $56,000.

    ii. Youth Services received an Idaho EcosySTEM grant for $600 that was used to purchase a Nintendo Switch for the collection.
    iii. L. Johnson reported that she has applied for the Creative Aging grant offered by ICFL and Youth Service has applied for the Summer STEM grant which in the past has covered presenters.
  b. Annual Report
    i. L Johnson asked the board for feedback on the content and format of the draft annual report. The board expressed it could be shared with the public.
  c. Department Strategic Plan Timeline
    i. L. Johnson reported that she will complete the update for the department in the current city-wide strategic plan before the end of January, with only the library disaster plan left to report on. A new strategic plan for the department will need to be developed and basic survey data has already been collected. The board discussed other ways to collect data from library and non-library users to guide future goal development, including focus groups and one on one discussions at community events.

9. Unfinished Business
  a. Security Camera Policy - Action Item
    i. L. Johnson and the Board discussed the updated Security Camera Policy and the additions included in order to align it with the city policy.
      1. Andy Hanson moved to approve the policy with the edits recommended by Rebecca Snodgrass and Trisha Decker seconded. All in favor. Motion carried.
  b. Items Moved from Consent Agenda - Action Item
    i. None

10. New Business
  a. Building Disaster Plan - Action Item
    i. Andy Hanson moved to approve the suggestions added as the Director sees fit pertaining to a communication plan and pandemic response, and to see it reviewed by Risk Manager Gene Harrington. Rebecca Snodgrass seconded the motion. All in favor. Motion carried.

11. Schedule of Upcoming Meetings
  a. Regular Meeting: February 19, 2024
  b. Regular Meeting: March 19, 2025

12. Adjournment - Action Item
  a. Trisha Decker motioned to adjourn at 6:26 PM and Rebecca Snodgrass seconded the motion.