Lewiston City Library
Board of Trustees
Regular Meeting | Wednesday, March 19, 2025
Community Room

1. Call to Order: The meeting was called to order at 5:33 PM by Diana Ames
   Trustees Present: Diana Ames, Josh Brown, Andy Hanson via Zoom, Rebecca Snodgrass,
   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. L. Johnson received a request from a previous donor for tax filing purposes to verify that the funds were received. She replied with the requested information.

4. City of Lewiston Council Report
   a. None

5. Library Foundation Report
   a. L. Johnson discussed the addition of D. Kinyon as Foundation President and upcoming plans for the Gala which includes L. Johnson requesting an early closure of the library second floor for this year's gala.

6. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings - Board of Trustees From February 19, 2025, and Art Committee from January 16, 2025
   b. Review of Statistical Report
   c. Approval of Statement of Expenses

      Josh Brown 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 Rachel Eastman has set up her artwork and will be doing an upcoming program at the library.

8. Director's Report
   a. Grants
      i. L. Johnson reported that she is working on a digitalization grant. Following this comment, she recognized Adult Services Librarian Brad Glover and Youth Services Librarian Colleen Olive for receiving a $500 grant each from the Idaho Commission for Libraries for Summer STEM programming.

b. Facilities Update
    i. Director L. Johnson reported that the leak from the Rooftop Gallery into the first-floor meeting room has been fixed. It was recommended to Director Johnson to install an awning on the Rooftop over the sliding doorway as a preventative step. Director Johnson, did confirm that the awnings were included in the original design for the Rooftop addition.
    ii. L. Johnson reported that the lighting project has begun. CnC Electric will be putting in LED lights throughout the library. This will include upgrading the lights in the basement, first floor, and parts of the second floor that don't already have LED lights.

c. Survey Results Discussion
    i. L. Johnson reported that the library admin staff determined some suggestions from the winter public survey for the Board of Trustees to think about for future areas of improvement. Results included looking for a streaming option to offer to patrons, expanding hours for Summer only, offering a digital library card, adding a branch to the library in the Lewiston Orchards, and more intergenerational programs.

d. Event Space Presentation Hardware
    i. L. Johnson brought up an issue with the current Control4 system . Director Johnson and Admin Assistant Avino met with ISS recently to look at a quote for putting in new hardware. ISS came back with a quote for an installation of new hardware that would not rely on outside vendors. The quote came back higher than expected and is not within the current operating budget.

9. Unfinished Business
    a. E-Rate Bid Review - Action Item
        i. L. Johnson discussed the uncertain situation with the future of the E-Rate program. L. Johnson informed the Board that Darin Garr, Bruno Alvino, and herself reviewed e-rate bids for an ISP and rated one bid higher than others if the library were to proceed with the E-Rate program.
            1. Josh Brown motioned to stick with current vendor Fatbeam for speeds of up to 500mbps and Rebecca Snodgrass seconded the motion. All in favor. Motion carried.
    b. Fiscal Year 2026 Budget Discussion
        i. L. Johnson let the Board know that the Library has started looking at replacing the furnishings that are worn or sun-faded such as lounge seating and tabletops that are in the meeting rooms. Additionally adult nonfiction shelving parts could be purchased to make use of some parts currently on site to add more linear feet of shelving on the first floor. She asked for feedback on any other capital replacement items for this project that could be added incrementally over time.
    c. Items Moved from Consent Agenda - Action Item
        i. None

10. New Business
    a. Early Closure of Second Floor on April 26, 2025 - Action Item
        i. Rebecca Snodgrass moved for an early closure of the second floor of the Lewiston Library at 3 PM for the Lewiston Library Foundation Gala and Josh Brown seconded. All in favor. Motion carried.

11. Schedule of Upcoming Meetings
    a. Regular Meeting: April 16, 2025
    b. Regular Meeting: May 21, 2025

12. Adjournment - Action Item
    a. Josh Brown moved to adjourn the meeting at 6:49 PM