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

1. Call to Order: Meeting was called to order at 5:33 PM by Chair Diana Ames
   Trustees Present: Diana Ames, Andy Hanson, Josh Brown, Rebecca Snodgrass
   Trustees Absent: Trisha Decker
   Councilor Liaison: Rick Tousley
   Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino

2. Recognition of Visitors
   a. Valerie Warren - City of Lewiston Parks & Recreation Facilities Supervisor
   b. Rick Tousley - City Council Liaison
   c. Dr. Dennis Ohrtman - Lewiston Library Foundation President

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

4. Public Comment and correspondence
   a. L. Johnson provided the board with two thank you cards that she has received recently.

5. City of Lewiston Council Report
   a. R. Tousley provided updates that occurred in City Council meeting discussions. He reported that the Bollinger building was changed from a condemned building to now being considered an unsafe building. He further stated fire station #4 is 60% designed with an expenditure of one million dollars so far. He concluded his statements by noting that the golf course was discussed at the most recent meeting. A new contract will be in place for golf course management as of April 1.

6. Library Foundation Report
   a. D. Ohrtman reported on the current status of the Foundation and the upcoming library gala on Saturday, June 10. D. Ohrtman discussed ticket sales.

7. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings: February 15, 2023 & Art Committee February 16, 2023
   b. Review of statistical report
   c. Approval of statement of expenses
      i. Dr. Andy Hanson moved to approve the items on the consent agenda and Rebecca Snodgrass seconded the motion. All in favor. Motion passed.

8. Committee Reports
    a. Art Committee
        i. D. Ames reported that she did not attend the last meeting. L. Johnson reported that the committee is doing a good job of establishing a schedule for upcoming artists. L. Johnson reported that the library will share the artist webpage this week.

9. Director's Report
    a. Board Member Terms & Reapplication Process
        i. L. Johnson that the city has aimed at formalizing the process for reapplying for board or commission positions. She noted that J. Brown's term ends in May, and inquired if he is interested in reapplying. If so, an application needs to be filled out 60 days prior to the end of the term.
    b. Anniversary Celebration Update -
        i. L. Johnson reported that a group consisting of staff and partner organizations met recently to begin planning details for the upcoming event. She provided the board with descriptions of possible events that will be occurring.
    c. Outreach Services Vehicle Update
        i. L. Johnson reported that the outreach services vehicle has launched and visited local parks this past week.
    d. Library Materials Vendor Draft RFP
        i. L. Johnson reported that she is working with city purchasing on developing a new library materials vendor request for proposal. At the moment, the library is currently using Ingram and the RFP would be made public this summer.

10. Unfinished Business
    a. Items moved from the consent agenda - Action Item
        i. None

11. New Business
    a. Building Maintenance Presentation - V Warren
        i. Valerie Warren introduced herself to the board and provided a presentation on the facilities department that she provided to the city council recently and discussed the maintenance needs of the library building. The issues related to possible building brick restoration,carpet replacement, outside trimwork, rooftop drain, lighting, and bathroom toilets were discussed.
    b. Public Internet System Replacement - Action Item
        i. L. Johnson provided the board a description of the current payment and reimbursement process as well a description of the network system for the library. Johnson provided an overview of how the federal USAC and State of Idaho's E-rate program works for public libraries and the future steps for the library as well as a replacement timeline for the library's hardware in order to continue to provide public internet access. Potential cost of replacement was also discussed for upcoming budget planning.
            1. No action was taken at this time.
        ii. Materials for Surplus - Action Item

1. L. Johnson provided the board a surplus list for upcoming items that will be presented to the council.
    a. Andy Hanson moved to approve the surplus list that will go to City Council and Josh Brown seconded. All in favor. Motion passed.

12. Schedule of Upcoming Meetings
    a. Regular Meeting: April 19, 2023
    b. Regular Meeting: May 17, 2023

13. Adjournment
    a. The meeting was adjourned at 7:38 PM
        i. Andy Hanson moved to adjourn the meeting.