Lewiston City Library
Board of Trustees
Regular Meeting | Wednesday, August 20, 2025
Community Room

1. Call to Order: The meeting was called to order at 5:35 PM by Chair Rebecca Snodgrass
   Trustees Present: Chair Rebecca Snodgrass, Diana Ames, Josh Brown, Andy Hanson, Thomas Hill
   Trustees Absent: None
   Councilor Liaison Absent: Jim Kleeburg
   Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino

2. Recognition of Visitors
   a. Danielle Kinyon - Lewiston Library Foundation President

3. Public Comment & Correspondence
   a. Director Johnson provided the Trustees with the exit interview summary from the recent retirement of Colleen Olive.

4. City of Lewiston Council Report
   a. None

5. Library Foundation Report
   a. Danielle Kinyon reported that the Foundation has welcomed a new member, is exploring options for purchasing a piano for the library, and looks forward to their upcoming Fall planning.

6. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings - Board of Trustees from July 16, 2025 & July 31, 2025
   b. Review of Statistical Report for July
   c. Approval of Statement of Expenses for July.
      i. Andy Hanson moved to approve the consent agenda, and Diana Ames seconded. All in favor. Motion approved.

7. Committee Reports
   a. Art Committee
      i. The Art Committee will meet tomorrow to discuss its agenda and upcoming artist installations. Director Lynn Johnson and Trustee Diana Ames will not be in attendance. Administrative Assistant Bruno Alvino will cover for Lynn during her absence.

8. Director's Report
   a. Facilities
      i. L. Johnson mentioned Dave Sinner, the new facilities manager, who met with the library architect, Larry Kom, and plans to paint the top portion of

the building to address the current issue. The repair will eventually include metal flashing that wasn't included in the earlier phase of construction. The plan is to reopen the 5th Street doors by Monday. Director Johnson also talked with Sinner about the ongoing lighting issues created by the new design and plans to have an idea of what steps will be taken in the Fall with the new budget cycle.

b. Staffing
    i. Johnson noted that Colleen Olive will be retiring in September from her role as Youth Services Librarian. Emma Schneider has been accepted to fill that position, and the Youth Services Specialist role, previously held by Emma, is now open for applications.

c. Volunteer Appreciation Event
    i. Director Johnson announced that a Volunteer Appreciation Party will be held on September 26, 2025, with invitations extended to both Board and Foundation members.

d. Public Information Gathering Sessions for Strategic Planning
    i. L. Johnson provided the Board with the upcoming plan for feedback sessions that they are invited to attend along with the public. The plan is to use this data and other sources that have been gathered to form the five-year strategic plan starting in the Fall.

e. Idaho Library Association Conference
    i. Johnson informed the Board that she and Brad Glover will attend the upcoming Idaho Library Association Conference in Idaho Falls.

9. Unfinished Business

a. Event Space Audio Visual System - Action Item
    i. Administrative Assistant Bruno Alvino reported that the new projector has arrived and is scheduled for installation next month, along with additional upgrades that include the use of the free SwitchPlease software system.

b. Items Moved from Consent Agenda - Action Item
    i. None

10. New Business

a. Review of Infectious Disease Policy - Action Item
    i. L. Johnson brought the policy to the board for review after recent law mandates.
        1. Andy Hanson moved to amend the infectious disease policy under the section "Library Staff/ Patrons' Responsibilities" to strike the requirement to wear a mask if the person was contagious in the third bullet, and Josh Brown seconded the motion. All in favor. Motion carried.

b. Vending Machine Services - Action Item
    i. Director Johnson provided background on the previous vending machine and issues with the current one.

1. Josh Brown moved to authorize the Director to remove the vending machine at her discretion and to explore other opportunities. Diana Ames seconded the motion. All in favor. Motion carried.

c. Surplus Item - Action Item
    i. Josh Brown moved to send the projector screen to surplus, and Diana Ames seconded. All in favor. Motion carried.

11. Schedule of Upcoming Meetings
    a. Regular Meeting: September 17, 2025
    b. Regular Meeting: October 15, 2025

12. Adjournment - Action Item
    a. Andy Hanson moved to adjourn the meeting at 6:27 PM.