Lewiston City Library
Library Board of Trustees
Annual Meeting | May 17, 2023
Community Room

1. Call to Order: Meeting was called to order at 5:42 PM by Vice Chair Trisha Decker
   Trustees Present: Trisha Decker, Josh Brown, Andy Hanson
   Trustees Absent: Diana Ames, Rebecca Snodgrass
   Councilor Liaison: Rick Tousley
   Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino, Library Assisant Kaleena Chamberlin

2. Recognition of Visitors
   a. Kaleena Chamberlin - Lewiston Library Assistant

3. Approval of additions and deletions to agenda, if any

4. Public Comment and correspondence
      i. A donation was recently made by K. Smith. L. Johnson reported that the funds from this donation will be going into the trust fund account of the Lewiston Library.

5. City of Lewiston Council Report
   a. R. Tousley reported that the contract for the firehouse building was terminated with the contractor. He also noted that the work on the high reservoir is ongoing and the water restriction is ongoing until the middle of July. He included a report of the Town Hall meeting that occurred this past Saturday. He concluded his council report by discussing the voter rejection of the recent franchise fee voting as well as the upcoming city budget hearings.

6. Library Foundation Report
   a. Fred Fickenwirth, Foundation member, presented the board with information regarding the upcoming Library Foundation Gala. He noted that there are four $1,000 travel vouchers. There will also be a band playing music during the gala. Fickenwirth commented that the Foundation recently took part in Idaho Gives Week.

7. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings: April 19, 2023 & March 16, 2023
   b. Review of statistical report
   c. Approval of statement of expenses
      i. Andy Hanson moved to approve the consent agenda items and Josh Brown seconded. All in favor. Motion carried.

8. Election of Officers

a. Andy Hanson nominated Diana Ames as Chair of the Board for the next year and nominated Trisha Decker as Vice-Chair. Josh Brown seconded the motion. All in favor. Motion carried.

9. Committee Reports
    a. Art Committee
        i. L. Johnson will be meeting with the Art Committee tomorrow to discuss an upcoming installation on May 22 with a reception to be held June 13.

10. Director's Report
    a. Introduction of Staff Member
        i. L. Johnson introduced Kaleena Chamberlin, a longtime library assistant.
    b. Grants
        i. Capital Grant
            1. L. Johnson provided an update on the building grant that she is working with through ICFL.
    c. Staffing
        i. L. Johnson reported that Fisher White has joined the team as a library assistant, who began on May 6th. L. Johnson, also reported that the Youth Services department has hired two Summer Associates who will be coming on in late May.

11. Unfinished Business
    a. Proposed Library Operating Budget for Fiscal Year 2024 - Action Item
        i. L. Johnson discussed the operating budget with the Board to review before the Director's budget hearing.
            1. Trisha Decker moved to approve the operating budget for the year 2024 as proposed and discussed. Andy Hanson seconded. All in favor. Motion carried.
    b. Public Internet System Replacement - Action Item
        i. Josh Brown seconded the motion to proceed with the public internet system replacement as requested in the budget proposal and Andy Hanson seconded the motion. All in favor. Motion carried.
    c. Library Mobile Shelving Purchase Completion - Action Item
        i. Andy Hanson moved to authorize the library director to move $1,000 from the trust to the capital cash account and Trisha Decker seconded the motion. All in favor. Motion carried.
        ii. Andy Hanson moved to authorize the library director to spend up to $30,000 to cover the cost of the shelving units from the capital cash account and Josh Brown seconded the motion. All in favor. Motion carried.
    d. Items moved from the consent agenda - Action Item
        i. None

12. New Business
    a. Policies for Review
        i. Interlibrary Loan Policy

            1. The policies were presented for review and discussion at the next meeting. For this policy, as federal and state definitions have changed, policy language may need clarified to differentiate between loans inside and outside of the consortium.
        ii. Library Code of Conduct Policy
            1.
        iii. Unattended Children and Vulnerable Adults Policy
            1. The policies will also be discussed by staff then brought to the board meeting for formal discussion and policy movements.

13. Schedule of Upcoming Meetings
    a. Regular Meeting: June 21, 2023
    b. Regular Meeting: July 19, 2023

14. Adjournment
    a. The meeting was adjourned at 6:37 PM