

Lewiston City Library
Library Board of Trustees
Regular Meeting | Wednesday August 16, 2023
Community Room

1. Call to Order: Meeting was called to order at 5:35 PM by Chair Diana Ames.
Trustees Present: Diana Ames, Rebecca Snodgrass, Trisha Decker, Josh Brown
Trustees Absent: Andy Hansen
Councilor Liaison Absent: Rick Tousley
Library Staff: Library Director Lynn Johnson
2. Recognition of Visitors
 - a. No visitors were present
3. Approval of additions and deletions to agenda, if any - none
4. Public Comment and correspondence
 - a. No public comment provided
 - b. Director Johnson shared a letter of support that was submitted for the Liberty Theater Preservation Alliance in support of a grant for which they are applying.
5. City of Lewiston Council Report
 - a. None was provided
6. Library Foundation Report
 - a. None was provided
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: July 19, 2023 May 18, 2023 Art Committee Minutes
 - b. Review of statistical report
 - c. Approval of statement of expenses
 - i. Josh Brown moved and Trisha Decker seconded a motion to approve. All were in favor and the motion passed.
8. Committee Reports
 - a. Art Committee
 - i. The art committee will meet August 17 and a discussion was recently held concerning increasing attendance at artist receptions or whether they are of interest to the community when art is installed in the library on a rotating basis.
9. Director's Report
 - a. Grants
 - i. Director Johnson reported that the capital grant was not received for which she had applied to the Idaho Commission for Libraries.

- b. RFP-23-0013 Library Materials and Services
 - i. A signed contract has been received from Ingram after some negotiation and Director Johnson will present it to the city council on August 28, 2023 for approval.
- c. Staffing
 - i. One of our pages has submitted a letter of resignation and L Johnson has forwarded an authorization to refill the position with a focus on helping with the bookmobile collection and event set up.
- d. Library Collection
 - i. This fall staff plans to work on updating the call numbers of items in the collection to better align with current BISAC headings, reorganize the collection alphabetically and create a collection of new adult material, which may not be labeled as such to avoid confusion with new items.

10. Unfinished Business

- a. Interlibrary Loan Policy - Action Item
 - i. Rebecca Snodgrass moved and Trisha Decker seconded a motion to accept the suggested update to the interlibrary loan policy. The motion passed unanimously.
- b. Library Code of Conduct Policy - Action Item
 - i. Following discussion of possible changes upon city attorney review, Trisha Decker moved and Rebecca Snodgrass seconded a motion to accept the policy with amendments removing reference to the parking lot, wheeled transportation devices inside the library, use of tobacco products, unattended children, and clothing and shoes requirements. The motion passed unanimously.
- c. Unattended Children and Vulnerable Adults Policy - Action Item
 - i. Josh Brown moved and Rebecca Snodgrass seconded a motion to approve the policy with suggested changes including the alignment of the definition of a vulnerable adult to state code. The motion passed unanimously.
- d. Items Moved from Consent Agenda - Action Item

11. New Business

- a. Art Committee Recommendation RE Donation
 - i. L Johnson shared the decision of the art committee to accept the donation of the three largest pieces, Chief Gall, Chief Rain-in-the-Face, Buffalo Run and the buffalo robe from Ralph Crawford upon finalization of the necessary documents. She also added that since the art committee met in July, Ann Crawford visited with L Johnson and brought in additional documentation.

12. Schedule of Upcoming Meetings

- a. Regular Meeting: September 20, 2023
- b. Regular Meeting: October 18, 2023

13. Adjournment

- a. The meeting was adjourned at 7:10 PM
 - i. Rebecca Snodgrass moved to adjourn and Trisha Decker seconded the motion.