

Lewiston City Library
Library Board of Trustees
Regular Meeting | Wednesday September 20, 2023
Community Room

1. Call to Order: Meeting was called to order at 5:31PM by Chair Diana Ames
Trustees Present: Diana Ames, Rebecca Snodgrass, Trisha Decker, Josh Brown, Andy Hanson
Trustees Absent: None
Councilor Liaison Absent: Rick Tousley
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino, Youth Services Librarian Colleen Olive, Adult Services Librarian Brad Glover
2. Recognition of Visitors
 - a. None
3. Approval of additions and deletions to agenda, if any - none
4. Public Comment and correspondence
 - a. L. Johnson submitted a letter of support for the Nez Perce Historical Society that funds the speakers bureau.
 - b. D. Ames commends the library volunteer who handles the book nook and is happy with how the book nook is looking.
5. City of Lewiston Council Report
 - a. Councilor Tousley was not present at the meeting. A written report was provided which included information related to the passing of the city budget,
6. Library Foundation Report
 - a. None
7. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings: August 16, 2023
 - b. Review of statistical report
 - c. Approval of statement of expenses
 - i. Trisha Decker moved to approve the consent agenda and Josh Brown seconded. All in favor. Motion passed.
8. Committee Reports
 - a. Art Committee
 - i. D. Ames reported that the group will meet Thursday following the board meeting.
9. Director's Report
 - a. Summer Reading Report - Colleen Olive, Youth Services Librarian

- i. Colleen Olive, Youth Services Librarian, presented her report on the annual Summer Reading Program.
- b. Low On the Go Outreach Report - Brad Glover, Adult & Outreach Librarian
 - i. B. Glover presented his report on progress made since the launch of the Outreach Services Vehicle, both what he has learned and future goals.
- c. Grants
 - i. L. Johnson shared that C. Olive received a grant to develop early childhood literacy skills for under-represented children in the community.
- d. Staffing
 - i. L. Johnson reported that the library has page interviews coming up for an open library page position. One of the library assistants, V. St. Paul, will be leaving for another position within the Valnet consortium.
- e. Staff Training
 - i. L. Johnson updated the board on how the training went with topics including policy review and an active shooter discussion with a member of the Lewiston Police Department.
- f. Library Materials & Services Contract
 - i. L. Johnson reported that the library materials & services contract has been approved by the City Council.
- g. Library Strategic Plan
 - i. L. Johnson shared a timeline for updating the strategic plan which will be presented to the council.

10. Unfinished Business

- a. Items Moved from Consent Agenda - Action Item

11. New Business

- a. Director Performance Review Schedule - Action Item
 - i. The board discussed the upcoming performance review schedule for the director.
- b. Policies to Review and Develop
 - i. Display Policy - Action Item
 - 1. L. Johnson asked the board to review this policy for the next month. The board gave some direction to the director about statements that could be added.
 - ii. Fees for Lost & Damaged Materials - Action Item
 - 1. T. Decker moved to have the library director Lynn Johnson, per her discretion, draft a circulation policy that includes items 2 and 4 under section b of new business and Rebecca Snodgrass seconded. All in favor. Motion carried.
 - iii. Special Collections - Action Item
 - 1. A. Hanson moved to retain the special collections information within the current collection development policy as is and Trisha Decker seconded. All in favor. Motion passed.
 - iv. Uncollectible Accounts - Action Items (see ii.)

12. Schedule of Upcoming Meetings

- a. Regular Meeting: October 18, 2023
- b. Regular Meeting: November 15, 2023

13. Adjournment

- a. The meeting was adjourned at 7:21PM
 - i. Rebecca motioned to adjourn.