Lewiston City Library
Library Board of Trustees
Regular Meeting | Wednesday October 18, 2023
Community Room

1. Call to Order: Meeting was called to order at 5:32 PM by Vice-Chair Trisha Decker
   Trustees Present: Rebecca Snodgrass, Trisha Decker, Josh Brown, Andy Hanson
   Trustees Absent: Diana Ames
   Councilor Liaison: Rick Tousley
   Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino, Technologies Librarian Darin Garr
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 said she received a letter from the Republican Women's group regarding book censorship.

5. City of Lewiston Council Report
   a. Councilor Tousley provided his monthly report regarding the most recent actions from the city council. Topics included the Twin Foods land, the hire of the fire chief, and the surplus bidding of the Bollinger building.

6. Library Foundation Report
   a. L. Johnson reported that D. Ohrtman wrote a grant for the bookmobile to the sum of $3,000 from X?. He included that the June gala raised $27,000.

7. Consent Agenda - Action Item
   a. Approval of Minutes of Previous Meetings: September 20, 2023
   b. Review of statistical report
   c. Approval of statement of expenses
      i. Andy Hanson moved to approve the consent agenda and Rebecca Snodgrass seconded. All in favor. Motion passed.

8. Committee Reports
   a. Art Committee
      i. L. Johnson that the art committee will be meeting tomorrow to establish Helen Goodteacher for an upcoming art display. L. Johnson reported that 184 people attended the most recent Art Walk.

9. Director's Report
   a. Building Maintenance

        i. L. Johnson reported that she has been working with V. Meyer regarding the upcoming projects for the library building. L. Johnson mentioned that the two projects include an upcoming light project and the awning painting.
    b. Grants
        i. L. Johnson reported that she met with a rep from the Idaho Arts Commission. Johnson reported that the Lewiston Library was chosen to host a programming for the elderly. This programming included a $2,000 grant for this.
    c. Staffing
        i. L. Johnson reported that the library has recently hired two library pages.
    d. Out of Service Area Cards
        i. L. Johnson reported that Valnet is working on creating an out of service area card to better track these cards when patron uses them.
    e. Board of Trustees Meeting Dates for the Year
        i. L. Johnson provided the board with the information regarding the upcoming meetings for the Board of Trustees.

10. Unfinished Business
    a. Display Policy - Action Item
        i. L. Johnson asked the board for feedback regarding her edits on the display policy draft she presented. L. Johnson said she will forward questions to the city attorney.
    b. Circulation Policy - Action Item
        i. L. Johnson and the board reviewed the new circulation policy.
    c. Director Performance Review Schedule - Action Item
        i. T. Decker provided the board with the performance review schedule and opened it up for suggestions. The board reviewed the director evaluation form for review.
    d. Items Moved from the Consent Agenda
        i. None

11. New Business
    a. 3D Printing Policy - Action Item
        i. D. Garr received a printing request for a 3D printed vape holder. Since vaping is not allowed in the library building, the 3D printed has been requested to be updated to align with our code of conduct policy.
            1. Josh Brown moved to approve the 3D printed as presented and Rebecca Snodgrass seconded. Motion carried.
    b. New Policies to Consider - Action Item
        i. Andy Hanson moved to have Lynn begin drafting X policies and Josh Brown seconded. All in favor. Motion carried.
    c. December Meeting Date Change - Action Item
        i. Rebecca moved to move our regular December meeting to December 13 and Josh Brown seconded.
    d. Library Strategic Plan - Action Item
        i. L. Johnson shared the strategic plan with the board to review to see what changes or additions need to be made.

e. Consideration of Awning - Action Item
    i. Andy Hanson moved to approve the quote for the exterior awning paint and Josh Brown seconded. All in favor. Motion carried.

12. Schedule of Upcoming Meetings
    a. Regular Meeting: November 15, 2023
    b. Regular Meeting: December 13, 2023

13. Adjournment
    a. The meeting was adjourned at 6:57 PM
        i. Andy Hanson and Rebecca Snodgrass seconded.