

**Lewiston City Library**  
**Library Board of Trustees**  
**Regular Meeting | January 19, 2022**  
**Event Space**

1. Call to Order: Meeting was called to order at 5:31pm by Chair Andy Hanson  
Trustees Present: Chair Dr. Andy Hanson, Diana Ames, Trisha Decker  
Trustees Absent: None  
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino
2. Recognition of Visitors
  - a. Chuck Stroschein - Lewiston Library Foundation Vice President
3. Approval of additions and deletions to agenda, if any - None
4. Public Comment and correspondence
  - a. L. Johnson presented the official board resignation email from Dani Hayes, a thank you card from Mimi Perez, and a happy new year card from Castellaw Kom. She also presented a letter and a check from the Tscemicum Club to the library in the amount of \$500.00.
5. City of Lewiston Council Report
  - a. None
6. Library Foundation Report
  - i. Chuck Stroschein reported that they have completed most of what they want to do with the library in regards to construction and are currently reviewing future needs for the library.
  - ii. He included that they are looking for additional members to join the foundation.
7. Consent Agenda - Action Item
  - a. Approval of Minutes of Previous Meetings: December 15, 2021 & January 12, 2022
  - b. Review of Statistical Report
  - c. Approval of Statement of Expenses
    - i. Diana Ames to move the items presented in the consent agenda as presented and Trisha Decker seconded. All in favor. Motion carried.
8. Committee Reports
  - a. L. Johnson reported that an email invitation has been sent out for an Art Committee meeting next week. She noted that art that was on display from two local artists has been removed.
9. Director's Report
  - a. Staffing Update
    - i. L. Johnson happily announced D. Garr has accepted the position of Technology Librarian. She noted that this will open up a spot for the Lead Library Assistant position for which interviews will begin next week. She concluded by

mentioning that there are a couple of members who will be going on FMLA leave soon.

- b. Public Internet System Hardware Replacement Timeline
  - i. L. Johnson reported that she has been reviewing the public internet hardware to determine what the plan should be for upcoming replacement. She included that she met with our current vendor and a ICFL staff member to get more information for determining end of support and end of life for the equipment.
- c. Facilities Update
  - i. L. Johnson commented that a leak was reported in the Youth Services office which is directly below the roof plate on the Rooftop Gallery. She said she immediately reached out to Mangum for them to follow up on this issue. L. Johnson also included that the maglock door feature is still having issues with random locking and unlocking throughout the day.
- d. Out of Service Area Patrons
  - i. L. Johnson reported that the Valnet Directors have been in discussions regarding working on an out of service area patron type and card fee. Lynn said she plans to work on preparing a policy for the board to review at a later time and that a public hearing would be necessary to establish a fee.
- e. Donation Received
  - i. L. Johnson reported that the library received a donation of \$1,000 from the estate of John Cadez who is a family member of a library volunteer.
- f. Professional Development
  - i. L. Johnson stated that she has noticed an increase in stress levels from staff and has been in contact with the City Human Resources Department to see what type of stress management class staff could be offered. There is also discussion of a Valnet Library Partners day long training which staff would take part in.

## 10. Unfinished Business

- a. Request for Funds from Foundation for Rooftop Project - Action Item
  - i. Diana Ames moved to request the funds from the foundation in the amount of \$14,364.03 and Trisha Decker seconded. All in favor. Motion carried.
- b. Approval of Moving Funds from Trust to Capital Cash Account - Action Item
  - i. Trisha Decker motioned to move \$14,364.03 from the trust to the capital cash account and Diana Ames seconded the motion. All in favor. Motion carried.
- c. Approval of Rooftop Construction Project Expenses - Action Item
  - i. Trisha Decker motioned to approve the Rooftop construction project expenses to Castellaw Kom in the amount of \$14,364.03 and Diana Ames seconded the motion. All in favor. Motion carried.
- d. Library Governing Document Rewrite in Regards to Change of City Leadership - Action Item
  - i. Inclement Weather Policy
  - ii. Library Board of Trustees Bylaws
  - iii. Personnel Policy
    - 1. Diana Ames moved to approve the governing documents as presented and Trisha Decker seconded. All in favor. Motion carried.
- e. Security & Fire Monitoring Contracts - Action Item

- i. L. Johnson presented the Board with quotes from Fisher, a local monitoring company. The Board has decided to table the current proposed quotes until a different account rep is assigned to avoid a possible conflict of interest.
- f. Review of Community Survey Results
  - i. L. Johnson asked the Board if there were any further questions or discussion comments. T. Decker noted that the survey was very helpful and used it as part of her evaluation process for the Director.
- g. Board Member Vacancies - Action Item
  - i. Discussion was held on moving forward with interviews with applicants. A special meeting will be held February 15 at the regular meeting time and a possible decision will be made on February 16th. No action was taken at this time.
- h. Items Moved from Consent Agenda - Action Item
  - i. None

#### 11. New Business

- a. Invitation to Mayor Johnson
  - i. The Board of Trustees would like to formally invite Mayor Johnson to attend the Board meeting on February 16. Lynn will draft a letter to invite him for the upcoming board meeting.

#### 12. Executive Session - Action Item

- a. Trisha Decker moved to go into executive session per Idaho Code 74-206(1)(b) and Diana Ames seconded. Motion carried.
- b. Roll call vote
  - i. Aye: Andy Hanson, Trisha Decker, Diana Ames
  - ii. Nay: None
- c. Diana Ames moved to leave executive session per Idaho Code 74-206(1)(b) and Trisha Decker seconded. Motion carried.

#### 13. Schedule of Upcoming Meetings

- a. Special Meeting: February 15, 2022
- b. Regular Meeting: February 16, 2022
- c. Regular Meeting: March 16, 2022

#### 14. Adjournment:

The meeting was adjourned at 7:30 pm