

# City of Longview

## Minutes

### Library Board of Trustees

Monday November 4, 2014

4PM

Library Board Room

**1. Call to Order**

The meeting was called to order at 3:57 PM.

**2. Roll Call**

Present were Chris Skaugset, Linda Bagaason, Judy Fuller, Mike Theriault, Jerry Zimmerman, Assistant City Manager, Dave Campbell , City Attorney, Jim McNamara and Cathy Nordmark. Virginia Cowden was excused.

**3. Approval of Agenda**

Agenda was approved as written.

**4. Approval of Minutes**

Minutes were approved as written.

**5. Approval of Claims**

Claims were approved as presented in the amount of \$10,799.57.

**6. Constituent Comments**

There were no constituents present.

**7. Chair and Board Member Reports**

Linda reported that she and Chris had met with City Attorney, Jim McNamara and discussed and constructed a letter addressing an attendance issue with one of our board members. A copy was shared with all in attendance and after review; the board felt that all areas of concern had been addressed.

Both Linda and Chris had spoken with the board member this afternoon by phone and she was aware that this was being discussed at the meeting today. Linda had referred to the Board of Trustees bylaws in section 3.5 by phone and the board member was expecting a letter from the board and a document indicating her resignation that she was to sign and return to the library.

A Motion was Made and Approved to send the letter and the document for her to sign and return that indicates her resignation.

## 8. Librarian's Report

### a. Food for Fines

Chris requested that the library be able to offer the Food for Fines program for the week of December 8-13, 2014. This program allows patrons to pay off their fines in non-perishable food items; each item is worth fifty cents off of their library fines. A Motion was Made and Approved that we adopt the Food for Fines program for the week requested.

### b. Foundation Request

Chris had a request for the Foundation for \$1,000.00 for the Fire It Up Adult Literacy program. He also explained that when the new budget is completed for the Foundation, he hopes to have a line item for Fire It Up, so that we will not have to make a request each year. There was a Motion Made and Approved for the \$1,000.00 requested from the Foundation.

### c. Library Grant Award

Chris reported that we received a grant for \$12,480.00 for technology training for the public; focusing on seniors and adults in need (such as job seekers), which is right in line with our Strategic Planning. There will be training outside of the Library at the Canterbury as well as the Highlands Association location. We hope to start this program after the first of the year.

### d. Certificate of Appreciation from Washington State Library

We/Jennifer King received a Certificate of Appreciation on behalf of The Secretary of State, the Washington State Library and the Information School of the University of Washington for our support of Project VIEWS2 which thanks to our participation, provided scientific evidence that public library story times really do make a difference. By participating we made a significant contribution in Washington State as a leader in early literacy.

### e. Upcoming Library Closures

The library will be closed on Tuesday, November 11<sup>th</sup> for Veteran's Day and Thursday and Friday, November 27-28 for the Thanksgiving Holiday.

### f. Movie Nights

The movie nights at the library are back as of October; they are held the first Tuesday of the month. This Tuesday we will be showing X-men.

**g. Friends Monthly Book Sales**

The book sales are now being held on a monthly basis; on the first Wednesday of the month. This month it will be held on November 5<sup>th</sup>. There will also be an occasional Saturday sale, which happens to be this month as well. There will be a Friends Only book sale on Friday the 21<sup>st</sup> from 6-8PM and then open to the public on Saturday November 22<sup>nd</sup> from 10AM to 4PM.

**h. Statistical Reports**

Chris reported that he had found an error in the statistics a few months ago and has since corrected it. Therefore he is including the statistics for June, July, August and September with the corrected information.

**9. Other Business**

- a. Our next meeting is scheduled for December 1, 2014 at 4PM.
- b. Jerry shared that he was a host for one of the visitors from our sister city, Wako Japan. He had brought the student with him to the Anime Club and showing of Spirited Away here at the library and they had really enjoyed it. Chris then spoke about our guests from Wako that came to visit the library and that they brought many books as gifts for the Longview Public Library.
- c. Judy asked if there was any update on the Community Reads One Book. Chris reported that he had contacted the handler for Cheryl Strayed, the author of Wild and had sent our offer but had not heard anything back yet. He will follow up on the request with the handler.
- d. We were all reminded that Northwest Voices is tonight and the author is Brian Doyle.

**10. Executive Session (if necessary)**

None.

**11. Adjournment**

The meeting was adjourned at 4:30PM.