

# City of Longview Minutes Library Board of Trustees

Monday January 6, 2014

4PM

Library Board Room

**1. Call to Order**

The meeting was called to order at 4:00 PM.

**2. Roll Call**

Present were Chris Skaugset, Linda Bagaason, Judy Fuller, Mike Theriault, Jerry Zimmerman, Virginia Cowden and Cathy Nordmark.

**3. Election of Chair and Vice Chair**

Chris explained that in previous years the board member in their fifth year (Linda Bagaason) would be the new Chairperson and the board member in their fourth year (Mike Theriault) would be the Vice Chairperson. Judy Made a Motion for this and Virginia Seconded the Motion. Motion passed.

**4. Approval of Agenda**

Agenda was approved as delivered.

**5. Approval of Minutes**

Minutes were approved with an addition to the Exclusion Policy, in the second paragraph, immediately after the third sentence. Regarding any serious situations, the City Attorney will be involved with our policy so that there will be no liability to us. Chris reported that he has been working on this with Steve Shuman.

**6. Approval of Claims**

Claims were approved as presented.

**7. Constituent Comments**

There were no constituents present.

**8. Chair and Board Member Reports**

Linda reported that she was very pleased with the recent article in The Daily News regarding Jan's programs and early literacy. This was very good press for The Longview Public Library.

Linda then inquired whether the Senior Christmas Concert had been rescheduled; as the original date had to be cancelled due to weather. Chris reported that it was not rescheduled.

Judy commented on a recent e-mail from Chris regarding upcoming classes/training available and whether others were interested in possibly participating. One in particular stood out to Judy that was being offered on January 15<sup>th</sup>, titled "Flexible Futures/Spaces". Chris stated that there is always one on the first Tuesday as well. All agreed that these training opportunities should be taken advantage of and that the Board will be watching for one that we can participate in.

Virginia asked if Chris felt the decline in total circulation was due to the location of New Books and High Demand Books. Chris said he did not feel that was the reason.

Virginia then asked if the new system for checking out books (the receipts vs. stamping) was contributing to possibly more items being returned late. Chris said he did not believe so, although there may be more phone calls generated, due to patrons calling to verify their due dates. She also asked if there has been any tracking of this, since the new system was put in place. Chris stated that no formal tracking has taken place, however he feels this system is much better for staff as it decreases the repetitive motion of stamping books. Also, should we choose a self-check-out system in the future; patrons will be familiar with the receipt system. Chris reported that it was October or November of 2012 that we began using the receipt system.

## **9. Librarian's Report**

### **a. Changes to fine amounts for media equipment**

Chris reported that Jerry Ritchie, Media Manager for The Library has requested an increase for fines for late return on our equipment. Currently we charge \$1.00 per day and he would like this increased to \$5.00 per day. He has researched this and has found many libraries do not offer equipment for check-out and those that do, charge fines of primarily \$5.00 per day; due to the value of the equipment as well as the inconvenience to others if it is not returned in a timely fashion. We have four Lite-Pro's, slide projectors as well as screens available. Virginia commented on how they are very useful for professional presentations and Chris commented on their use at weddings, funerals/memorials and family functions. Should a reservation be made for one of the above mentioned functions and the equipment not be

available as scheduled could be devastating to the patron. Virginia asked if we have any lag time in the scheduling of equipment and Chris reported no, as we hate to see available equipment on the shelves, when it could be used. Virginia then asked if we should purchase additional Lite Pro's. Chris said he did not believe that was necessary, but he will check with Jerry Ritchie. Linda then asked how long the equipment can be checked out for. Chris believes one week is the maximum.

Judy suggested that we produce a notice that goes out with equipment stating the new fines along with the importance of returning the equipment on time. Virginia suggests the mention of such important events (i.e. funerals, weddings) that could be affected should the equipment not be returned on time. Virginia shared that she felt perhaps the \$5.00 per day fine was too much. Jerry asked if the amount would be negotiable depending on the situation. Chris stated that it would be negotiable. He also stated that occasionally folks call in for an extension on their equipment check out and if there is no one else requesting the equipment, extending their check-out period is not a problem. At this time Virginia made a motion to accept the \$5.00 per day late fee for equipment, Mike seconded the motion. Motion passed. Virginia asked that this be evaluated by Jerry Ritchie in six months and see if by raising the fine, the problem is solved. All agreed to this request.

**b. Microsoft IT Academy**

Chris reported that the Washington State Library and Microsoft have teamed up to offer Washington Citizens access to the Microsoft IT Academy. There is an upcoming press release for the paper and is currently listed on our website in order to get the word out about this opportunity. We are one of 400 libraries throughout the state that is able to offer the program. It will allow people to improve their job skills as well as learn basic or advanced computer skills and is free to the public. We currently have about ten people signed up for the program. Linda commented that the timing on this is perfect as it fits with our strategic plan.

**c. Culture Card update**

Chris reported that the Culture Card program is going very well; however that are a few people who missed the dates of their show. In order to rectify this Elizabeth will be contacting those who have the card checked-out, a few days prior to their event as a reminder. Monday, January 13<sup>th</sup> is the date that the next events will be posted and the Culture Card will again be available for check out. Chris then reported that both Stageworks and The Columbia Theatre may be able to double what is available to our patrons.

Virginia then asked if Chris felt that the Library is being properly supported on the Culture Card. Chris said as this time, yes, but this will be evaluated at a later date. Mike then mentioned an upcoming show, on March 14, 2014 called "The Voca People"; he will be attending and states that he highly recommends this show. Chris stated that Stageworks has the 9 to 5 show coming up in May and June in which his wife will be performing.

**d. Fire It Up! Adult Winter Reading Program beginning January 21st**

Chris reported that the Fire It Up Program will run from January 21<sup>st</sup> through the end of February this year. This year it is truly county-wide and that Woodland is participating as well. Linda asked if there will be radio ads and Chris indicated there would be along with an article in The Daily News. Board members also indicated that they would like t-shirts for themselves.

**e. Northwest Voices – Poet, Carolyne Wright on January 22 at 7PM**

This will be held in the Periodical Room.

**f. Library Closure for MLK, Jr. Day on January 20<sup>th</sup>**

**g. Statistical Report**

Chris went over the Statistical Report and also mentioned that the Foundation is willing to fund additional e-books.

**10. Other Business**

- a. The next meeting is scheduled for February 3, 2014. Jerry indicated that he has plans already for that date and may not be able to attend.
- b. Judy spoke about the upcoming get together between the Board and the Foundation that is to be held at her home on January 24, 2014. Linda stated that she will do name tags.

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

No Executive Session.

**12. Adjournment**

The meeting was adjourned at 5:05PM.