

City of Longview

Longview Public Library
1600 Louisiana Street
Longview, WA 98632
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www.longviewlibrary.org

Minutes

Library Board of Trustees

Monday, January 7, 2013

4:00 PM

Library Board Room

1. **Call to Order and Roll Call**

Library Director Chris Skaugset called the meeting to order at 4:06 p.m. All board members present including newest member Jerry Zimmerman.

2. **Election of Chair and Vice Chair (Elections held by Mr. Skaugset)**

On unanimous votes, Virginia Cowden-Kretzler was elected Chair and Linda Bagaason was elected Vice-Chair.

3. **Approval of Agenda**

The agenda was approved with additions as delivered.

4. **Approval of Minutes**

On a motion duly made and passed, the minutes of the December 17, 2012 Board meeting were approved as printed.

5. **Approval of Claims**

The November and December claims in the amount of \$9,503.75 were approved.

6. **Constituent Comments**

There were no constituents.

7. **Chair and Board Reports**

Michael asked about smoking on the library grounds since last summer an ordinance was passed prohibiting smoking in the park area around the library. Chris acknowledged that this was indeed the case. However, the Parks Department had not yet received and installed the signage that would be placed on the library grounds. Chris also said that since people couldn't be prohibited from smoking in their cars the ordinance did not include the parking lots. Until the signage was up, it was difficult to enforce which the staff did not have to do in any case because the ordinance was meant to be self-policed by the public. Chris indicated he would let the Board know when he heard something about the signage.

Michael also brought up the issue of people handing out pamphlets to people in the parking lot. Chris confirmed that outside the library is a public space and because of that we couldn't tell people not to do hand out their literature. This also went for signature gathering as well, though Chris acknowledged that most of the signature

gatherers that he had ever seen at the library had always asked for permission first.

Virginia mentioned the issue of dog-eared books (the folding in of page corners to mark pages). Chris replied that staff had not had a chance to prepare anything yet for the public though it was suggested that a book mark be created for that purpose. There was also some discussion about the writing in books and how that was dealt with.

Virginia next brought up the issue of receipts and receipt printers that had been instituted by the library a couple of months prior. First she asked whether this had been brought to the Board, and Chris said that since this was a procedural matter rather than a policy one, he had not. He also explained how the Finance Department wanted the library to spend the rest of the money in a long-standing grant account so that they could take it off the books. The library purchased the receipt printers and more book scanners with the approximately \$3,000 left in the account. Chris indicated that he had heard mixed reactions to the receipts though the majority of them were positive. There have been some patrons who have not been happy with the change. In these situations, staff has explained to the patron why the change was made, indicating faster service, a printed record of items checked out, and the reduction of repetitive motions on staff.

Virginia next brought up the issue of eBooks and how they work. This discussion moved into a broader discussion of how things work in the library. For example what is involved in the process of getting a new book from its selection, through processing, and ending up on the shelf. Virginia thought it could be helpful for those Board members interested in the nuts and bolts of the library to find out suggesting a chance to meet and watch staff working at their desks. Chris suggested that perhaps it might be better for him, or other staff members, to walk any interested Board members through such a process rather than having them actually sit and watch staff work. Chris said that he would discuss it with the staff.

8. Librarian's Report

a. Strategic Planning

Chris had asked the Board to come up with names of people that they thought should be invited to serve on the community panel that would help lead the strategic planning process. After much discussion of potential people, organizations, and demographic groups that should be represented and questions about the process, Chris suggested that he would see if Carolyn Petersen from the Washington State Library would be able to meet with the Board at their next meeting either in person or virtually. There was also some discussion of outcome measures and the potential use of a doctoral student to help create the evaluative tools necessary to properly evaluate the potential success of whatever comes out of the planning process. Chris suggested that this could also be discussed with Carolyn.

b. HVAC System Upgrade

Chris informed the Board that the City of Longview had received a grant to do a number of energy-saving projects throughout the city and one of those, and perhaps the first, would be a replacement or partial replacement of the library's HVAC system. This was information item and he would bring more information to the Board as it became known especially if there would be impacts to services.

c. Fire it Up! Adult Winter Reading Program

Chris reported to the Board that the Fire it Up! Adult Winter Reading Program had started and that he was very pleased with the excitement around the program. They had a lot of people turn in their forms the first week and that morning had pulled out the first week's winner. He will continue to update the Board on the program and its success.

d. NW Voices - Poet, Alice Derry, January 17th at 7 pm

Chris announced that NW Voices would be celebrating poet William Stafford's birthday with a poetry event featuring poet Alice Derry, cake, and punch at the library on Thursday, January 17 at 7 pm.

e. Library Closure for MLK, Jr. Day, January 21, 2013

Chris then announced to the Board that the library would be closed on January 21 for Martin Luther King, Jr. Day.

9. Other Business

Chris gave a brief report on the final disposition of the City's budget. The library lost one position in the Circulation Department but nothing else. This means that there would be no reduction in library hours and he would be able to fill the Administrative Assistant position that had been open since Erika Anderson's retirement.

a. Next Meeting, February 4, 2013

10. Executive Session (if necessary)

11. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 6:00 p.m.