

City of Longview

Minutes

Library Board of Trustees

Monday January 22, 2018

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, Jerry Zimmerman, Sue Supola, Linda Bagaason, Shawn Green and Cathy Lowman. Chris introduced and welcomed our newest board member Shawn Green. Shawn shared a bit about himself and then each of those present did the same. Marquita Green was excused.

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

Sue nominated Jerry Zimmerman to serve as Chairman and Linda Bagaason to serve as Vice-Chair. **A Motion was Made and Approved** for Jerry and Linda to serve as Chair and Vice-Chair.

4. **Approval of Agenda**

Agenda was approved as written.

5. **Approval of Minutes**

Minutes were approved as written for the December 4, 2017 board meeting.

6. **Approval of Claims**

Claims were approved as presented in the amount of \$22,880.90.

7. **Surplus Materials**

Surplus items were approved for withdrawal.

8. **Constituent Comments**

There were no constituents present.

9. **Chair and Board Member Reports**

There were none.

10. Librarian's Report

a. Library Study Update

Chris explained that the previous remodel at the library took place in 1960 and that in 2000 or 2001 there was new roof installed as well as seismic upgrades. He also brought Shawn up to speed on the process thus far between Hacker, the library and City of Longview. We should have the most up to date plan from Hacker in February, there will then be another public outreach meeting and any fine tuning will be done before the plan is brought to the council. Shawn asked if there was a plan for a coffee shop and the response was that it is being considered. Linda also asked if there might be windows in the auditorium and Chris indicated that that too is being considered.

b. Small Business Center/Incubator

Chris reported that Elizabeth Partridge our Adult Services Librarian has been working with staff from City of Longview's Community Development, The Chamber, SCORE, CEDC to create within the library a Small Business Center located within the library to assist those interested in starting a small business. It will allow a possible new business owner to go to one place to get the information to get them started and/or to know who to contact with specific questions on starting a business in Cowlitz County. The goal is to have business leaders, banks and other representatives available on a rotating basis within our Small Business Center.

c. One Book

Chris reported that we have gone through almost all of the books for this event. The Columbia Theatre has several events this week for students of primarily Longview schools as well as one performance for the general public. The cost for the public performance is \$10.00 each. There is also an author event that is free of charge on Wednesday evening; also at the Columbia Theatre. Rotary funded the book purchases and we would like to continue the One Book Program in the future.

d. St Helens Elementary Pilot Project

Chris shared that we have set up all students at St Helen's Elementary a restricted library card that allows them access to all of our on-line databases free of charge. He will report back after the school year with the results of how this program worked and whether it should continue and/or be offered to other schools.

Chris also explained to Shawn that there was a mini district created in 1996 that is west and north of the City of Longview. These areas voted to pay taxes to the City of Longview in order for them to be included in our library district and can obtain a library card free of charge.

e. Centralized Check in

Chris reported that we have started centralized check-in as of the first of the year. What this means is that all items are being checked in in the workroom. There will be no more checking in items of any kind at the desks. This will allow the desk staff to assist more with the patrons, by getting out away from the desks. There are many patrons who are more apt to ask for assistance while you are out on the floor rather than coming to a desk for assistance. With the centralized check now being handled away from the desks; mistakes as well as distractions will be at a minimal.

Shawn asked how staff are identified while out on the floor. Chris reported that all staff as well as volunteers have name badges and that all staff also have at least one if not more shirts that have the Longview Public Library logo on them.

f. Statistical Report

Chris shared the Statistical Report for November. There was nothing specific to report on regarding the statistics. It was asked whether the books withdrawn go to the book sale. Chris reported that they do go to the Friends for their sale.

11. Other Business

- a. It was asked if we use a collection agency to collect on fines. Chris reported that we currently do not, but that we have been considering a collection agency that exclusively works with libraries. They work with the patron to get the items returned which is what the library prefers. We also do not have as many fines due to the fact that we no longer charge late fees unless it is a high demand item or is actually lost or damaged.

- b. Our next meeting will be on Monday, February 5, 2018 at 4PM. Both Linda and Shawn shared that they will not be able to attend the meeting that day and Linda reported that she will not be able to attend in March either.

12. Executive Session (if necessary)

None.

13. Adjournment

The meeting was adjourned at 4:58PM.