

# City of Longview

## Minutes

### Library Board of Trustees

Monday January 30, 2017

4PM

Library Board Room

**1. Call to Order**

The meeting was called to order at 4:00 PM by Chris Skaugset. At this time the nominations for Chair and Vice Chair were conducted. Jerry Zimmerman will continue as Chairman for one more year and George Hext will be Vice Chair for the 2017 calendar year.

**2. Roll Call**

Present were Chris Skaugset, Jerry Zimmerman, George Hext, Linda Bagaason, Sue Supola, Marquita Green and Cathy Lowman.

**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 \$4,430.63.

**6. Constituent Comments**

There were no constituents present.

**7. Chair and Board Member Reports**

There were none.

**8. Librarian's Report**

**a. Library Study Update**

Chris reported that we had received seven RFP's and that they interviewed four of the seven firms. This process took longer than planned due to our varying weather conditions. All of those interviewed have worked with historic buildings previously. Chris indicated that he was quite impressed with those that were interviewed.

Marquita asked if there is still time to adjust any details and Chris explained that we are in the early stages of a study of the building and that there are no specific plans or details at this time. Sue asked what the budget is for this process and Chris reported that it was budgeted for an amount of \$45,000.00 to \$50,000.00 for the study. It is generally a 5-6 month process once the contract has been signed with the chosen architectural firm.

**b. Budget Update**

Chris reported that the budget for 2017-2018 was approved by City Council.

**c. Staff Update**

The open position that was created when Jan Hofmann retired will be filled by a long time part-time staff member, Angela Stephenson. Angela began working full time at the beginning of the year. This has created a vacancy for a part-time person and we expect that to be filled by mid- February.

**d. Food for Fines Update**

Cathy reported that this year the amount that was collected was much lower, primarily because we are no longer charging late fines on the majority of our material. This year we waived \$132.00 in fines and collected 11 boxes that we turned over to CAP Food Warehouse.

**e. Fire it Up! Adult Winter Reading Program beginning January 20<sup>th</sup>, 2017**

Chris reported that this program will go through February 28<sup>th</sup>, 2017 and that we again have many prizes donated by local businesses as well as the Friends and Foundation contributions.

**f. NW Voices – WA Poet Laureate, Tod Marshall on January 25<sup>th</sup> at 7PM**

Chris reported that the event was well attended with 43 people. The presentation had gone very well. Our next Northwest Voices will be at the end of February and that the tentative date is February 28, 2017.

**g. Library Closure for President’s Day on Monday, February 20<sup>th</sup>, 2017**

Chris also shared that he will be on vacation from February 12-21, 2017.

**h. Statistical Report**

Chris shared the Statistics for November with all in attendance. He again mentioned that the borrower numbers are decreasing due to all of the old records that are being cleaned out of our computer system. He also explained that e-resources consist of Washington Anytime Library and hoopla, the periodical number is for in-house use of periodicals, which is something that Jackie tracks for us and on-line is ProQuest and Consumer Reports.

Chris also reported that Karen is working on getting more accurate numbers for reporting. He also notified us that there are a lot of old periodicals that have been upstairs that are in the process of being withdrawn.

The gate count and meeting room usage continues to grow.

**9. Other Business**

- a. Jerry shared that Sue Supola currently has a nice show up at The Broadway Gallery.
- b. Linda mentioned that we need board representation to assist the Foundation. She indicated that the next Foundation meeting will be held on February 23<sup>rd</sup>. It was decided that Sue Supola and Marquita Green will share in the duty of representation from our board to assist the Foundation.
- c. Our next meeting is scheduled for March 6, 2017 at 4:00PM.

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

None.

**11. Adjournment**

The meeting was adjourned at 4:40PM.