

City of Longview Minutes Library Board of Trustees

Monday February 1, 2016

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, Judy Fuller, Linda Bagaason, Sue Supola and Cathy Lowman. George Hext was absent.

3. Approval of Agenda

Agenda had one correction under Librarian's Report. Due to the fact that Technical Services Librarian Karen Straube was out ill she would not be reporting on the Technical Services Department. With that item removed the agenda was approved.

4. Approval of Minutes

Minutes from January 11, 2016 were approved as written.

5. Approval of Claims

Claims were approved as presented in the amount of \$76,931.92.

6. Constituent Comments

There were no constituents present.

7. Chair and Board Member Reports

Linda Bagaason reported that the upcoming meet and greet for the Foundation, the Friends and our Board of Trustees will not be taking place in February. This function will be taking place sometime later in March.

8. Librarian's Report

a. Technical Services Introduction – Karen Straube

As Chris had mentioned earlier, Karen is out ill today, so she is not in attendance. Chris did report that with George and Sue as our newest board members he thought it would be nice to have the Librarians from each department attend our board meeting for the next few months to introduce themselves and discuss their individual departments and programs.

b. Library Specialist Position Update

With Susan Meyer's retirement and her title of Specialist which came about seven or eight years ago; Chris plans to keep that position of Library Specialist and fill it. This position will again not be doing what Susan Meyer was doing. Both Chris and HR are currently working on the job description for this position.

c. Overdue Fines

Chris asked the board to consider discontinuing overdue fines. We currently charge .25 cents per day and there is a five day grace period. The amount that we collect on an annual basis is about \$18,000.00 which is less than 1% of our budget. Our research on how this is working at other libraries shows some libraries continue with no fines and others go back to charging fines at a later date. By discontinuing overdue fines this will simplify things for the desks, Lisa and Cathy. A Motion was Made and Approved to try this for a period of one year beginning March 1, 2016 through March 1, 2017. Chris will report back to the board every few months on this.

d. New Digital Services: Hoopla and Mango

Chris explained the two new programs/services to the library. One is Mango and there is a link through our website for learning a new language. There are many options, including learning English as a second language. Elizabeth's Project Read program will benefit from this as well as staff members and of course our patrons. The other service is Hoopla and will be coming soon to the LPL. This one is similar to the Washington Anytime Library and allows downloads of music, videos and e-books. We will be charged per download and will be able to set a certain number of downloads per month or we can set a specific dollar amount and when and if that number is reached the service will be discontinued until the start of the next month. Unlike Washington Anytime Library multiple people can have the same item out, there is no limit. The training for Hoopla is coming soon.

e. Library Closure on February 15th for President's Day

f. Statistical Report

Chris shared the Statistics for the year 2015 with all in attendance.

9. Other Business

- a. Chris shared an article from The Daily News titled, The American library's evolving role. Several library patrons had mentioned this article to Chris and other library staff and he felt it was important to share with the board.

- b. Our next meeting will be on Monday March 7th, 2016 and the one after that will be held on April 11, 2016 due to Chris being out of town on April 4th.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 4:31PM.