

City of Longview Minutes Library Board of Trustees

Monday February 3, 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, Assistant City Manager Dave Campbell, Jan Hanson and Cathy Nordmark. Virginia Cowden and Jerry Zimmerman were excused.

3. Approval of Agenda

Agenda was approved as delivered.

4. Approval of Minutes

Minutes were approved as delivered.

5. Approval of Claims

Claims were approved as presented in the amount of \$31,909.62.

6. Constituent Comments

There were no constituents present.

7. Chair and Board Member Reports

Linda reported that on a recent visit to the Longview Public Library she witnessed an aggressive panhandler who was actually knocking on windows of library patron's vehicles. She has witnessed panhandlers in various locations in Longview, but this was the first time on library grounds. She stated that some folks did not park their car or come into the library and this appeared to be because of the panhandler. Linda asked what the protocol is for this and can the police be called in a situation such as this.

Assistant City Manager, Dave Campbell stated that if aggressive panhandling is going on that yes the police can be contacted. Dave did suggest that the LMC should be reviewed before any action is taken. Chris will look into this and share the information that he finds.

Judy reported that she had attended one of the technology workshops that are being offered at the library regarding the various e-readers. She felt the class went very well and that those conducting the class were doing a fine job. Elizabeth Partridge and Jennifer King are the staff members that are teaching the classes.

Linda commented on the recent gathering at Judy's that included the Foundation members. She felt this event was well attended and that communication between the two groups is improving. Mike stated that he feels there is a common trust and support among the groups and appreciated the hospitality.

8. Librarian's Report

a. Play and Learn: The Very Ready Reading Program

Jan Hansen reported that the Longview Public Library is proud to be an early adopter for The Very Ready Reader, this is a research based curriculum developed by The World of Eric Carle. This program is geared towards 3-5 year olds and will include a snack, sensory and creative activities, trained readers and care-giver handouts. Jan reported that during our recent strategic planning sessions, afternoon story times had been requested; this program is from 3PM to 5PM on Thursdays.

Jan also reported on The Very Ready Reading Program for 0-18 month olds in which she was trained for. This included early learning and development guidelines as well as presenter handouts and parent handouts.

For the above programs Jan has recruited three readers who are retired teachers or librarians as well as adult CAP Volunteers. As mentioned the meeting time for the 3-5 year olds is the same time 3PM to 5PM as their age, there is a sensory bin, they are incorporating the theme boxes also. The summer reading program for this age group will reflect this program as well.

Again, Jan reminded us that we are one of the first piloting this program in the United States. The snack that is served each day relates to the story for that day. The schedule is snack, sensory and play, craft, story, wrap-up, playtime and finish craft.

Judy asked if this program would be publicized. Jan reported that was a good idea and she will publicize it, after the fact. Linda then asked what Jan would like to see come from this program. Jan explained she would like to see a love of reading, both children and parents exposed to the concepts being offered and taught. She would also like this program replicated at the Highlands Community Center.

Judy then asked how many participants we have from the Highlands. Jan explained that there are not many, due to the distance to the library and families with limited or no transportation. Linda said she would love to hear more about this and invited Jan to return at a later date with her findings. Linda then asked if the Foundation had made any contribution to The Very Ready Reading Program and Jan stated that she did not believe so, but thought that the Friends had.

b. Policy Manual – Circulation Policy

Chris reported that due to the fact that Lisa Hedgpeth was out ill, this will be tabled until our next meeting.

c. Mini- District Contract for 2014-2015

In addition to a 2.6% increase in the amount of the contract, the Mini District gave the Library an additional \$2,000.00 for marketing, which may come in the form of a utility bill stuffer. He also reported that 20% of our cardholders are from the mini-district. Judy Made a Motion and Mike Seconded the Motion to approve this. Motion passed. Chris will take this to the February 13, 2014 City Council meeting.

d. Self-Directed Achievement

Chris reported that he would like to see staff participate in some sort of continuing education. Currently there are some staff members participating in webinars and he would like to schedule perhaps one hour per week for staff to work with their supervisor to come up with a plan. Judy suggested that perhaps staff could share with others what they are learning. Another suggestion that Judy had was to possibly reward those who are participating, by offering a carrot rather than ruling with a stick.

e. The Genealogy and Reference Collections Move

Chris reported that Karl and many volunteers switched the location of the above mentioned collections in January and invited all to familiarize themselves with the new locations.

f. NW Voices – Terry Brooks, Tuesday February 11th

Chris announced the upcoming Northwest Voices event and stated that due to the fact that Terry Brooks is extremely popular, the event will be held in the reading room.

g. Library Closure on February 17th for President's Day

h. Statistical Report

Chris went over the Statistical Report and spoke on the decrease in circulation that may have to do with the issue of LCC students parking in our parking lot.

9. Other Business

- a. Judy asked where we are in our plan of action from the Strategic Planning meetings. Chris reported that he hopes to have a preliminary action plan by April. Mike commented that he recalls that technology was the route we were going and the concern of the old building and wiring. He shared that we should include short, medium and long term goals.
- b. The next meeting is scheduled for March 3rd and Judy stated that she is not available that day. Linda suggested that Cathy send out a poll to board members to see what day would be best for the group. Cathy will do that and get back to all with the results.

10. Executive Session (if necessary)

No Executive Session.

11. Adjournment

The meeting was adjourned at 4:55PM.