

# City of Longview

Longview Public Library  
1600 Louisiana Street  
Longview, WA 98632  
360.442.5300  
www.longviewlibrary.org

## Minutes

### Library Board of Trustees

---

Monday, February 4, 2013

4:00 PM

Library Board Room

---

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

*Meeting called to order at 4 pm by Vice-Chair Linda Bagaason. Virginia Cowden was excused. Carolyn Petersen from the Washington State Library was in attendance.*

2. **Approval of Agenda**

*Agenda was approved as delivered.*

3. **Approval of Minutes**

*Minutes were approved as presented. The Board asked about the Administrative Assistant position. Chris informed the Board that the library would be filling that position, hopefully by the end of February.*

4. **Approval of Claims**

*Claims were approved as presented.*

5. **Constituent Comments**

*There were no constituents present.*

6. **Chair and Board Reports**

*Mike Theriault asked about the changes upstairs and the new shelving. Chris explained that the library had been the beneficiary of some new (to us shelving) from a former bookstore owner in town. The library received help from the Public Works Department who provided a vehicle and six people who helped pick up the shelving at the storage unit where it was stored and delivered it into the library. Staff then replaced some older, damaged and less safe shelving that held the audiobooks, videos, and some of the DVDs. Chris indicated that he was sending the donor a letter of thanks.*

*There was also a question about the art donations that the Board had accepted at their last meeting. Chris indicated that he had been in contact with both of the donors, and while arrangements had been made (though not finalized) for the delivery of the "Sacajawea's Journals" but he had nothing to report on the other donation.*

7. **Librarian's Report**

a. **Strategic Planning**

*At the request of the Board, Carolyn Petersen from the Washington State Library attended the meeting to further discuss the strategic planning process and answer any questions the Board might have. Carolyn discussed how important the strategic planning process is, especially in this day and age. Organizations no longer do five or ten year plans, because of the rapid rate of change in the world, and a three year plans make more sense. Through this process, you can find out what the community wants and integrate the library and its services into the community. It is a two-way communication that allows the library to hear what the community has to say and for the community to hear what the library has to offer to the community. At first you hardly talk about the library at all, you talk about the community. What does the community want and need? One possibility is to use a SWOT analysis to see where the community should be going and how to get there. You don't necessarily invite the strongest library supporters, but you do get the leaders in the community representing as much of the community as possible including faith-based organizations, early learning, business, the Port, etc. for example. After that, the library director discusses the library and what it does. It's important to discover what the priorities of the community are and what's important to them. At the end of the session, which should last five or six hours, you have a set of community goals and needs and then votes on what are their favorites. After the first meeting Chris brings the information back to the Board and to the library staff. Each of these groups also does a SWOT analysis, figuring out what options are possible and what are not. There is a lot of work in between the meetings for the Board, the staff, and the library director. It was up to Chris to bring it all together. Questions that need to be answered include what are the resources necessary to accomplish the goal and are there enough current resources to implement it or are additional resources needed. The second meeting (six to eight weeks later) is devoted to the library. The length of the meeting will depend upon what occurs, but it will be shorter than the first one. The group tells the library what they think the library should be doing to meet the goals that were voted for in the first meeting. At the end of that process there should be one or two goals that the library will implement and report back to the committee members as results are known. The finished goals, as brought forward by the community, can then be brought to the City Council or other outside funders. Thank you notes should also be sent. Carolyn recommended that the meeting should take place either starting in the late afternoon of a weeknight or on a Saturday, whatever best fits the community. She also recommended that a meal be served at the longer meeting and that coffee, tea and snacks at the shorter meeting.*

#### **b. Longview Citizens' Summit Report**

*Chris informed the Board of the semi-annual Citizens' Summit that he took part in. Every other year the City Council has a summit where they each invite 7 community members to this meeting where some aspect of the City is discussed. This year they had seven tables each one with a different department, including the library. Every table had several questions that they discussed about the specific department asking what the programs do well, what could be improved, what's the most important, what's the least important, what should be the priorities, are you willing to pay more, and are there any programs that should be reduced or eliminated. Chris said that he sat with a very good group of people, who were not all library users, had good comments and feedback. He then said he would share the final report that came out of the summit with them.*

#### **c. Policy Manual Review**

*As per the Board's previous direction, Chris brought forward the first two sections of the Policy Manual which were the American Library Association Library Bill of Rights and the Washington Library Association Intellectual Freedom Statement. Chris noted*

*that the version of the ALA Bill of Rights had been changed since the last time the Policy Manual had been examined, so he was proposing to put in the new ALA Bill of Rights and the WLA Intellectual Freedom Statement. The Board discussed the merits of both of these documents as critical to libraries and unanimously voted to keep them in the manual.*

**d. Library Closure for Presidents' Day**

*Chris next indicated that the library would be closed on Monday, February 18 for Presidents' Day.*

**e. Statistical Report**

*Chris then presented the statistical report for December 2012. Chris was asked about the Highlands Neighborhood Library and if their statistics were included. Chris indicated that they are a separate library, though we still play a role with them, and so we don't include their statistics. The Board then asked if we could find out what their circulation statistics were and Chris indicated that he would find out.*

**8. Other Business**

*Next Meeting, March 4, 2013 at 4 pm.*

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

*No executive session was necessary.*

**10. Adjournment**

*The meeting was adjourned at 5:29 pm.*