

City of Longview Minutes Library Board of Trustees

Monday March 2, 2015

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, Jerry Zimmerman, George Hext and Cathy Lowman. Both Mike Theriault and Judy Fuller were excused.

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 \$69,729.68.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

Jerry reported that he had recently attended the Library Foundation Board meeting and had shared with them some of the things that are going on at the Longview Public Library. The subjects included the promotion of Jennifer King to Youth Services Librarian, the upcoming reciprocal borrowing agreement between Kelso and Longview's libraries and the possibility and discussion of the renovation of the auditorium.

Linda then shared her report from the Foundation Development committee meeting and their desire to renovate the auditorium. They are considering an author event as a possible fundraiser and referenced the Michael Pyle event and what a success it had been with about \$2,000.00 raised. Authors that are currently being considered are Daniel James Brown, Tim Egan or Cheryl Strayed. They are also considering applying for grants rather than asking for corporate donations.

There is a social event scheduled for May 8th, from 6-8PM at the Longview Public Library which will include the Board of Trustees, the Friends and the Foundation. This will be a meet and greet as well as the Foundation will recognize the incoming and outgoing members. Members of all groups in attendance will be asked to bring flowers, food or wine for the event.

8. Librarian's Report

a. City Manager Update

Today is Dave Campbell's first day as City Manager for the City of Longview.

b. Youth Services Update

The Family Literacy Coordinator position closes today. Chris hopes to hold interviews in the next few weeks.

c. Kelso Reciprocal Borrowing Agreement Update

Chris reported that the agreement has been signed by both Kelso and Longview and will begin on April 1, 2015. This is on a trial basis and may end on June 30, 2016.

d. Mini-District Contract Update

Chris reported that there is a 2.1% increase and that this was approved. He also stated that this document needs to be sent out for the proper signatures and that Cathy will take care of that.

e. Circulation Policy Changes

Chris reported that besides the Kelso reciprocal borrowing agreement that will begin on April 1, 2015 we will be making a few other changes in policy at the same time. We will be raising the maximum allowed in fines from \$5.00 to \$10.00 so if a patron owes less than \$10.00 they will be allowed to check-out materials from the Longview Public Library. Effective immediately there is no longer a minimum age limit for someone to be issued a library card. Previously we had required that the person be able to write their name. Lastly, we will now allow Longview business owners and Longview property owners to acquire a library card; regardless of where they reside.

f. Library Card/Marketing Campaign

National Library week is April 12-18, 2015, there will be a short presentation at the City Council meeting on April 9, 2015 proclaiming National Library week. Chris is considering that soon after our reciprocal borrowing agreement goes into place on April 1, 2015 that we do some sort of marketing campaign to draw more people into the library and issue cards to those who qualify but do not currently have cards.

g. Statistical Reports

Chris shared the Statistics with all in attendance; bringing attention to the fact that the videos have been deleted.

9. Other Business

- a. Our next meeting is scheduled for April 6, 2015 at 4PM. There will be photos of the Longview Public Library board taken at that meeting. Cathy will remind all of the board members of this, a few days prior.

- b. The solar entry area has been cleaned up, benches and bucket removed and no-smoking signs are in place.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 4:30PM.