

# City of Longview

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

## Minutes

### Library Board of Trustees

---

Monday, March 4, 2013

4:00 PM

Library Board Room

---

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

*Meeting called to order at 4:02 pm. Judy Fuller was excused.*

2. **Approval of Agenda**

*Agenda was approved as delivered.*

3. **Approval of Minutes**

*Minutes were approved as presented.*

4. **Approval of Claims**

*Claims in the amount of \$8,574.55 were approved.*

5. **Constituent Comments**

*There were no constituents. The question did arise about constituents and Library Director Chris Skaugset explained that Library Board meetings were open public meetings that anyone could attend but that they rarely had constituents. Virginia Cowden noted that the only constituents that were at these meetings were usually people who had an item on the agenda.*

6. **Chair and Board Reports**

*Virginia brought that due to health reasons she had been unable to attend the Foundation meeting from February 20 and so she didn't have a report. Chris indicated that he also missed the meeting but would see what he could do about getting a copy of the minutes of the meeting for the Board to peruse. Those Board members who went to the Foundation social event on March 1 commented on the success of the event. Linda Bagaason shared information about the Foundation's upcoming event featuring Ivan Doig. There was also discussion and questions about the Foundation's financial reports and whether they were a month's glance or a quarter's. There was also a concern that perhaps the Trustees and the Foundation Board, while having different missions, weren't on the same page in terms of moving forward. Chris had not heard anything from any member of the Foundation Board that indicated this, and in fact believed that both groups worked well together and were moving in the same direction.*

*Virginia next asked about Board contact information and wondered if anyone had a problem with a list being created and sent to all the Board members. Chris said that he would take care of this. There was discussion about a number of other topics*

including National Library Week which will be April 14-20, 2013, and Caroline Petersen's presentation to the Board last year about being a Board member.

Virginia next brought up parking as an issue. She had seen several students parking in the library lot and then going across the street to LCC. She thought that part of the strategic planning process, and any other future planning, should involve the parking situation and that the Board should keep this issue in the back of their minds through the process.

Virginia next brought up the idea of approaching an organizational psychology PhD student to work on the strategic planning process and to help come up with measurements to evaluate the program initiatives coming out of the process. It would give the library tools to be able to measure the success of those initiatives. Chris indicated that he would consider the possibility but that he had a few hesitations initially about time required from him or other staff to accomplish this.

Mike Theriault shared feedback from a friend of his who purchases a non-resident card (she lives in Kelso) but considers it a bargain and loves the library and the great service she receives. This brought up a question about Kelso residents usage. Chris indicated that he might be able to get a number from their statistics and get back to the Board.

## 7. Librarian's Report

### a. Strategic Planning

The Board discussed possible dates for the initial planning meeting and potential invitees. Because of when Spring Break falls Chris suggested that they have the first meeting the week of April 8 or April 15. The group also agreed that a late afternoon and early evening meeting would be best as opposed to a Saturday due to sports events in the area. Chris thought that they could use an online meeting scheduling software (such as Doodle) to poll invitees on what days they would be available. The date with the most people would be chosen. Chris also said that he would check with Carolyn Petersen and find out what dates she would be available before scheduling. In terms of names, Chris suggested that the Board look at the list of names that he sent out and add more as they saw fit. Also, if Board members could fill out the blank slots with information it would be easier to see what areas the group was lacking in terms of representation. The Board would work on this and get it back to Chris by March 18. Chris also suggested that the Board have a special meeting the week of the 18th to finalize the list of invitees. The Board made a motion and passed setting Monday, March 18 at 4 pm as the time for their special meeting. Invitees would be sent out after that.

### b. Policy Manual - Confidentiality of Records Policy

Chris presented the Confidentiality of Records Policy as currently existing in the Policy Manual. He indicated that this policy was following state law and was consistent with other libraries. He indicated that police officers, or other officials, who wanted to look at this information could only do so by getting a warrant or a court order. Chris indicated that in the past he was only aware of a couple of incidents where a law enforcement officer asked about accessing patron information and that they were told that they would have to get a court order to do so but the library has never been presented with one. Answering a question about Internet sign-in information, Chris indicated that they dealt with this information in the same way by getting statistical information from the lists and then shredding them. The only time

*they had given out any information from that information was in a couple of situations involving runaways. The Board moved and approved retaining the policy in the Policy Manual.*

**c. Citizens' Summit Report**

*Chris had sent out a copy of the Citizens Summit Report that came out of the event he presented at the February meeting and asked the Board if they had any questions about what was presented there.*

**d. Library Legislative Day Report**

*Chris next gave a report about Library Legislative Day which took place on February 15. Every year the Washington Library Association organizes a Library Legislative Day where library staff, trustees, Friends, etc. go to Olympia to meet with their legislators to discuss their libraries and any issues that are pressing in the library community. Chris indicated that he met with both Representative Blake and Takko and with a staff member of Senator Hatfield. He shared specific Longview Library information as well as packets of information prepared by WLA. There were no major issues this year except for a Microsoft initiative called the Microsoft IT Academy. This initiative, if funded in the budget, would allow people who want to gain knowledge, including certification, in various IT related areas to get that training through their local public libraries. Microsoft sees that there is a definite lack of people trained for IT positions and sees this as a way to help that problem. The only other issue that might be coming up will be the budget and how it impacts the Washington State Library.*

**e. Administrative Assistant Position Update**

*Chris then reported that there would be a new Administrative Assistant starting later in March. Her name was Cathy Nordmark and they were only waiting for a final written confirmation that she accepted the position. Cathy currently works in the Finance Department in Utility Billing. She will start on March 18.*

**f. NW Voices - Chitra Banerjee Divakaruni, Monday April 1 at 7 pm**

*Chris next presented information about the next NW Voices event featuring Chitra Banerjee Divakaruni. Chris indicated that this event came to him much like the Mary Doria Russell event the year before with the arrangers looking for a place in between Portland and Seattle. Chris said that she is a highly accomplished, and recognized, author and it should be a great event.*

**g. Statistical Report**

*Chris presented the monthly statistical for January answering any questions that the Board had.*

**8. Other Business**

*Next Regular Meeting, April 1, 2013 at 4 pm.*

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

*No Executive Session. The Board did ask questions regarding when and why they*

*might have an executive session.*

10. **Adjournment**

*The meeting was adjourned at 5:34 pm.*