

# City of Longview

## Minutes

### Library Board of Trustees

Monday March 5, 2018

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, Linda Bagaason, Sue Supola, Marquita Green, Shawn Green and Cathy Lowman.

3. **Approval of Agenda**

Agenda was approved as written.

4. **Approval of Minutes**

Minutes were approved as written for the January 22, 2018 board meeting.

5. **Approval of Claims**

Claims were approved as presented in the amount of \$75,074.56.

6. **Surplus Materials**

Withdrawn items were approved for surplus.

7. **Constituent Comments**

There were no constituents present.

8. **Chair and Board Member Reports**

There were none.

9. **Librarian's Report**

a. **Library Study Update**

Chris reported that the recently held public meeting had about 30-35 people in attendance. Suggestions and ideas are being considered and will be brought to a workshop with the City Council. There is still plenty of time for additional public comment and Chris asked that if our board members had any thoughts to please let him know.

**b. Small Business Hub**

Our Adult Service Librarian Elizabeth Partridge came in to give a presentation on our new Small Business Hub. We have partnered with John Brickey and Joe Phillips from the City of Longview Community Development Department as well as the Chamber, LCC, SCORE and the Small Business Development Center, as well as local financial institutions. Our contacts within the library are Elizabeth Partridge and Karl Marcuson. Elizabeth also shared that the Chamber is running a Small Business Boot Camp which is popular. SCORE offers classes that usually have 20 participants per class. One on one mentoring is not currently available here, but we are hoping for this in the future. Elizabeth welcomes any ideas or suggestions. There will be an open house here all day on March 14<sup>th</sup>.

**c. Confidentiality of Patron Records**

Chris brought a recently updated policy for Confidentiality of Patron Records to be reviewed by the board. Chris reported that occasionally the police have asked for information regarding a patron and that without a warrant we are unable to assist. A **Motion was Made and Approved** to accept the Confidentiality of Records Policy as written.

**d. Staff Training – May 2**

Chris is requesting opening the library on Wednesday, May 2 at noon so that staff may attend a readers' advisory training by Nancy Pearl here at the library that morning. Chris indicated that any board member who is interested may attend as well.

**e. NW Voices – March 5 featuring poet Donald Levering and Joseph Green**

Chris shared that this event is tonight here at the library.

**f. Statistical Report**

Chris shared the Statistical Reports for December and January.

**10. Other Business**

- a. The library will be participating in the Spell-a-Bration this Friday March 9<sup>th</sup> at the Kelso Theatre Pub.
- b. Our next meeting will be held on April 2, 2018 at 4PM

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

None.

**12. Adjournment**

The meeting was adjourned at 4:45PM.