

# City of Longview

## Minutes

### Library Board of Trustees

Monday March 6, 2017

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, George Hext, Sue Supola, Marquita Green and Cathy Lowman. Assistant City Manager Kurt Sacha was also in attendance. Linda Bagaason was absent.

3. **Approval of Agenda**

Agenda was approved with additions from Chris Skaugset.

4. **Approval of Minutes**

Minutes were approved as written for the January 30, 2017 board meeting.

5. **Approval of Claims**

Claims were approved as presented in the amount of \$64,182.66.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

There were no reports.

8. **Librarian's Report**

a. **Library Study Update**

Chris reported that the request for approval from the City Council was set for this Thursday's City Council meeting. Chris is hopeful that this will be approved and the process may begin in April. The original budget for this process was \$50,000.00; however it looks as if the amount would actually be closer to \$60,000.00.

**b. Foundation Request**

Chris has and the Foundation board have discussed the possibility of getting the additional \$10,000.00 from the Foundation. There was **A Motion Made and Approved** to request the additional \$10,000.00 if needed for the building study from the Foundation.

**c. Lost Item Policy**

Chris reported that Lisa Hedgpeth our Circulation Specialist has been updating many outdated policies and procedures in our procedure manual. We need board approval for any policy changes and there are two that we are requesting approval on today. The new Lost Material Policy and the new Damaged Material Policy; both are attached to our meeting minutes. **A Motion was Made and Approved** to accept the two new policies.

**d. Mini-District Contract**

Chris reported that the increase is 2.3% from last year and that this is on the agenda for City Council this week, for approval. **A Motion was Made and Approved** to accept this contract. Sue asked what exactly the Mini- District is and Chris explained that it is basically the areas just west of Longview, north of Longview and some addresses in Kelso that voted to create this district and become affiliated with our library district through their taxes.

**e. Staff Training Opportunity – Staff Training Day**

Chris reported that he is requesting approval to close the library on Friday, May 26<sup>th</sup> for an all-day training for staff. The subject is Mental Health First Aid. **A Motion was Made and Approved** to close the library for the day to allow this training for all Longview Public Library staff.

**f. Imagine Academy Grant Award**

Chris shared that we are the recipients of a grant that will allow us ten laptops, ten tablets and a router. This will help us to expand our technology training; with the first destination in the Highland's area in the community center.

**g. Hiring Update**

Chris reported that we currently have a full staff, due to the addition of Christy Dempewolf. She is our newest part-time staff member. Previously she had worked at the library on a temporary basis with Elizabeth Partridge through a retraining program called Rescare.

**h. Letter to Senator Dean Takko**

There is a copy of a letter that Chris would like reviewed and sent out from the board; regarding funding for the R. A. Long Park Improvements. Any enhancements to the park will also benefit the library as well. A Motion was Made and Approved to sign and send the letter from the board.

**i. Statistical Report**

December and January statistics were shared with all in attendance. Chris reported that the gate count is low and that is primarily weather related. The library did not close at all during the bad weather. Some of those days there were very few patrons in the building.

**9. Other Business**

a. George Hext reported that he will be resigning from the board, effective immediately. They will be selling their home and moving to Arizona in April. The primary reason for moving is his severe arthritis attacks and the weather in Arizona really helps his quality of life. George also shared that he feels we have a very devoted staff and that this library really impresses him. He is looking into possibly serving on the library board in Arizona.

b. Our next regular meeting is scheduled for April 3, 2017 at 4:00PM.

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

None.

**11. Adjournment**

The meeting was adjourned at 4:38PM.