

City of Longview

Minutes

Library Board of Trustees

Monday March 7, 2016

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, Judy Fuller, Linda Bagaason, Sue Supola, Assistant City Manager Kurt Sacha and Cathy Lowman. George Hext was excused.

3. **Approval of Agenda**

Agenda was approved with the addition of the subject of a Volunteer Policy to be discussed which was added by Chris Skaugset.

4. **Approval of Minutes**

Minutes were approved as written.

5. **Approval of Claims**

Claims were approved as presented in the amount of \$60,642.83.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

There were none.

8. **Librarian's Report**

a. **Library Specialist Position Update**

Chris reported that they will be interviewing three people this Wednesday for the position.

b. **Overdue Fines Update**

Chris reported that there will still be late fines on the high demand books and high demand DVD's as well as late return of any media equipment.

We actually eased into the no late fees starting on February 20th, so there would not be the potential issue of someone returning an item on the last day of February and being assessed a late fee, where if they had returned it the following day there would be no late fee. Staff member Lisa Hedgpeth is working on a process to assess how well the no overdue fines policy is working and whether items are being returned or not.

c. Library Study Update

Chris reported that there will be a City Engineer assigned to the library in the next few weeks.

d. Meeting with Recreation Department Update

Chris reported that the meeting had gone very well and he looks forward to working together with the Recreation Department. The promotion for summer reading this year is Sports and with that it will be a natural for us to work together.

e. Marketing/Library's 90th Birthday

Chris shared that there will be a lot going on during the month of April, several programs and activities as well as an Open House.

f. Workroom Move

Chris reported that the staff workroom is in the process of a makeover; which includes moving many desks and workstations as well as removing items and furniture that is no longer needed or used. This should increase the efficiency of the workroom and once the move is complete the workroom will be painted. The lower floor juvenile area will be painted in the coming months as well. It has been many years since there has been any new paint on the lower floor.

g. Mini-District Contract

Chris reported that the contract with the Mini-District includes a 2.2% increase. The contract runs from May 1, 2016 – April 30, 2017.

h. Foundation Request

Chris brought a request to the Foundation for the amount of \$2,000.00 for the Youth Services Department. This will be used to purchase materials to promote and encourage early learning and literacy. This had been in the Foundation budget previously but was somehow lost in consolidation. A Motion was Made and Approved for this request. Linda asked if some items are purchased in other languages and Chris indicated that they are.

i. Volunteer Policy

Chris shared the Volunteer Policy that was recently created by our newest staff member Sam Ryan for the Board to review and possibly approve. Sam will be the primary contact for volunteers for the Youth Services department.

Judy suggested that perhaps there could be a Volunteer Coordinator that would do an overall training for all volunteers and once trained they would be under supervision of the supervisor for the specific area or department that they are volunteering. Chris indicated that could possibly be considered a position at the library at a later date.

Linda felt that the policy was very thorough and well done.

A Motion was Made and Approved to adopt the Volunteer Policy as written.

j. Statistical Report

Chris shared the statistics for January.

9. Other Business

- a. Chris reported that he plans to have an updated meeting room policy to bring to our next board meeting. The rooms are increasingly popular and it is becoming difficult at times to schedule our own programs here at the Longview Public Library. Of course, once we update our library, we hope to have more “flexible spaces” available to accommodate a variety of meeting room needs for our use as well as the community.
- b. Linda spoke on the upcoming gathering of the Friends board, the Foundation board and our board of Trustees. The date was set for March 24th from 5:30-7:30PM. This will be a potluck that will include finger foods and wine.
- c. Our next meeting is scheduled for April 11, 2016.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 4:41PM.