

# City of Longview

## Minutes

### Library Board of Trustees

Monday March 24, 2014

4PM

Library Board Room

**1. Call to Order**

The meeting was called to order at 3:58 PM.

**2. Roll Call**

Present were Chris Skaugset, Linda Bagaason, Judy Fuller, Mike Theriault, Jerry Zimmerman, Cathy Nordmark and library patron Greg Donges. Virginia Cowden was absent.

**3. Approval of Agenda**

Agenda was approved as delivered.

**4. Approval of Minutes**

Minutes were approved as delivered from the February 3, 2014 meeting.

**5. Approval of Claims**

Claims were approved as presented in the amount of \$40,117.65.

**6. Constituent Comments**

Greg Donges explained that when he was in Salem many years ago he brought to the library's attention there, that wiping down the LP's that were checked out from the library actually contributed to wearing them out. He is now notifying us that the same is true for wiping down the CD's and DVD's and he shared information from the internet that indicates this. He would like LPL to no longer wipe off the CD's and DVD's.

Chris explained that he had been discussing this with Jerry Ritchie recently and that they plan to inform staff to discontinue wiping them down, unless there is something visible on the disc that needs wiping and/or cleaning. Chris thanked patron Greg Donges for attending the meeting and mentioning this; as now Chris will notify staff soon of this change.

All the Board Members thanked Greg Donges for his attendance and his suggestion.

## **7. Chair and Board Member Reports**

Linda asked what the status is on The Shay and was curious if they are still waiting for funding. Chris reported that he believes that they are waiting on the weather and finalization of the project. Linda asked if he thought it would be completed by the time of Summer Reading. Chris stated that he believes that it will be.

There was then a short discussion on where someone could purchase a Shay t-shirt. Mike would like to purchase one for his grandchild but has not found a location that sells them in children's sizes. Doris Disbrow would be the best person to contact and Cathy will get contact information for Doris and pass it on to the individual board members who expressed an interest.

Linda then asked how the library is doing as far as cleaning and possibly refurbishing the stalls in the ladies room. Chris reported that the cleaning in the building is ok. We did have an instance where we had asked for locks to be installed in the ladies restroom and it took nearly 6 months for this to happen. Chris believes that new stalls for the ladies room are still a possibility.

## **8. Librarian's Report**

### **a. Library Branding**

Chris has been researching Library Branding and has been authorized by the City to move forward on this. This would allow our own logo, tag line, color palette etc. The Foundation has agreed to pay for this process, which Anne O'Connor of On the Mark has quoted that this will cost no more than \$1,800.00 for the service. Chris requested from the board, approval to move forward with this and would like one member of the Board to volunteer to assist in the process. Motion was Made and approved to move forward in the Library Branding process. Mike volunteered to assist with the branding process. Chris' thought on this is to include the historical aspect of the building along with technology.

### **b. Policy Manual – Circulation Policy**

Chris reported that Lisa Hedgpeth has researched the amount that a patron can have in fees, while still being allowed to check-out items. Ours is currently \$5.00, which is extremely low. She reported to Chris that \$10.00 is more common. A Motion was Made and Approved to increase the maximum amount in fines that is allowed to \$10.00 and still be allowed check-out items through the Longview Public Library. A Motion was Made and Approved to also allow the circulation policy to remain the same.

**c. Parking Update**

Chris met with Nolan Wheeler of LCC regarding our issues with LCC students parking in our lots. From Nolan's office they were able to look out and witness this happening first hand. There are now signs at the entrance to our parking lots stating NO LCC parking and the LCC Security staff are patrolling our lots and writing down LCC parking sticker numbers and contacting the students to verify if they were at LPL or at LCC. It was mentioned that there was an event over the weekend at the Rose Center and with the NO LCC Parking signs up, many people did not use our parking lots. Chris indicated that was not our intent, his only concern is when LCC students are parked in our parking lots during our business hours.

**d. Fire is Up! Report**

Chris reported that the program ran for six weeks this year and included five libraries. There were 1,152 total entries, which consisted of 119 different people. The numbers were as follows: Longview 558 (which were from 119 different people), Castle Rock 215, Kalama 176, Woodland 113 and Kelso was 90. There were three grand prize winners, two were from Castle Rock and one was from Longview.

**e. One Book/One Community – Cowlitz Reads**

Chris reported that this had been an Altrusa event, where many people in the community read the same book. Schools will be included in this event as well. There is a possibility that Rotary may help fund this. Jerry asked if perhaps a publisher may be willing to donate the book.

**f. Energy Audit - Update**

Chris reported that the low flow toilets have been installed. The lighting is completed except than the chandeliers and that the HVAC system is almost completed. The faucets and sinks should be done soon. Chris asked Cathy to begin tracking our bills, so that we can verify that there is a true savings going on after the energy updates.

**g. National Library Week, April 13-19, 2014**

Signing the proclamation for National Library week will take place at the City Council meeting on April 10<sup>th</sup>. Chris asked for a Board member to attend the council meeting and receive the signed proclamation. It was decided that Jerry would attend and make a short speech about what is happening at the Longview Public Library. Linda suggested that the proclamation be displayed at the Library.

Chris mentioned that along with National Library Week, there usually is a day that week for patrons to return any late or lost items free of charge. This is known as Amnesty Day. A Motion was Made and Approved to authorize Amnesty day. This will probably take place on Wednesday, April 16<sup>th</sup>, but Chris will verify the day with Lisa Hedgpeth.

**h. NW Voices – Kevin O’Brien**

Chris reported that our next Northwest Voices event will be held on Monday, April 14<sup>th</sup> and will feature Kevin O’Brien who is a suspense writer. There will be a workshop at LCC that afternoon and the Library event will start at 7PM.

There was discussion on how the Terry Brooks event had been a wonderful event with a great turn out. It was very helpful that he did not charge for his services; we did pay for a meal and for his room. He was the one who suggested Kevin O’Brien as well as a few others for upcoming NW Voices events.

**i. Statistical Report**

Highlights of the report are that e-books appear to be on a pace to double again. Circulation is down and Chris feels this may be due to parking issues in the area. There was discussion on whether many folks take the bus to the library and then Cathy asked if there are bus schedules in the library. There are and she will verify that we have plenty on hand and if not she will contact transit.

**j. Bill Kasch – Squirrel Fest**

A suggestion was brought to the Board regarding the Beer Garden that previously was located on the property of The Monticello Hotel, during Squirrel Fest. Due to the fact that the hotel is closed, the location needs to be changed. It has been approved by the City Council to have the beer garden in RA Long Park (in the center of the Circle). Bill was asking if perhaps, it could be located on the Library grounds instead. After discussion it was unanimous that the board does not want the beer garden on Library grounds.

**9. Other Business**

- a. During the function that was hosted by Judy and Don Fuller for the Board members and the Foundation members a suggestion was discussed by some that perhaps we could have a speaker come in that would be a newly graduated librarian that could share information on The Modern Library. The development committee is currently working on this.
- b. The next meeting is scheduled for May 5<sup>th</sup> at 4PM.
- c. Judy then gave Chris some information regarding the Webinars that had been discussed previously, primarily the Flexible Spaces topic. Chris will forward this to all Board members.

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

A board/personnel matter was discussed.

**11. Adjournment**

The meeting was adjourned at 5:07PM.