

# City of Longview Minutes Library Board of Trustees

Monday April 10, 2017

4PM

Library MJO 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 and Cathy Lowman.

3. **Approval of Agenda**

Agenda was approved as written.

4. **Approval of Minutes**

Minutes were approved as written for the March 6, 2017 board meeting.

5. **Approval of Claims**

Claims were approved as presented in the amount of \$17,963.39.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

We have received George Hext's resignation letter. Chris asked if anyone had a suggestion of who might be interested in the vacant position to please let him know.

8. **Librarian's Report**

a. **OPMA Training**

Chris reminded us that we are an advisory board rather than a governing board. We then watched the training video that had been sent to us from Kaylee Cody, City Clerk for the City of Longview.

b. **Library Study Update**

Chris spoke with Hacker Architects this week. There will be a kickoff meeting between Hacker Architects, Chris, Elizabeth and Jennifer in late April. Chris should have a copy of the work plan later this week.

c. **Reciprocal Borrowing Agreement with FVRL**

The reciprocal agreement between Fort Vancouver and Longview Public Library has been in existence for many years. Unfortunately, no one can locate the original signed document. There is a draft agreement for board members to review and if approved it will be signed between the two libraries. **A Motion was Made and Approved** to accept the agreement as written.

d. **No Fine Policy**

Chris reported that we have offered the no fines for close to a year. He is requesting one additional year which will allow our circulation personnel to conduct an actual study. Now that we have two staff members in the Circulation Department they will have the staffing to review how long people have to wait for holds and/or how many lost items there are in comparison to prior to this program. **A Motion was Made and Approved** to extend this for one additional year. Karen Straube should be able to create a report that will get us the information needed for the study.

e. **Food Policy**

Chris reported that about ten years ago it was decided to allow food and drink into the library. The idea was drinks with a lid and perhaps some crackers or cookies for snacking on while studying or doing homework in the library. This has worked for many years without many problems. A few months back we banned food at the computers as it was becoming very messy in that area. People now are bringing all sorts of food and spreading it out on the tables, some are bringing their lunches to eat here. There was **A Motion Made and Approved** to continue to allow drinks with lids and to no longer allow food in the library. There may be exceptions to this for some groups and/or events and they will require special permission.

f. **Development Grant for Library Trustee Training**

Chris will send a link to all of the board members. Linda asked if there are libraries that have a governing board. Chris indicated that there are, usually larger districts; such as King County and Fort Vancouver. If we are able to have training in our area we would invite members from the other local library's to attend as well.

Marquita then reported that she had not attended the recent Foundation meeting. She was curious about how they work with the library. Chris explained that both the Friends and the Foundation raise money for the library. Bob Roth and Sam Wardle work with us to create and approve an annual budget.

**g. NW Voices – Maggie Stiefvater, April 20th**

Chris reported that there will be a writing workshop held here at the library at 3:30PM. The main event will be held at 7:00PM in the Magazine Room.

**h. NW Voices – Joe Wilkins, April 26th**

This event will include a workshop at LCC in the afternoon and the reading at our library at 7:00PM.

**i. Statistical Report**

February statistics were shared with all in attendance. There was discussion regarding the large increase in both adult and children's programming as well as attendance in both areas.

**9. Other Business**

- a. Our next regular meeting is scheduled for May 1, 2017 at 4:00PM, it was decided that we would instead have a special meeting on Monday, May 15, 2017 at 4:00PM so that all board members could attend.

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

None.

**11. Adjournment**

The meeting was adjourned at 4:58PM.