

City of Longview

Minutes

Library Board of Trustees

Monday April 11, 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, George Hext, Sue Supola, and Cathy Lowman.

3. **Approval of Agenda**

Agenda was approved as written.

4. **Approval of Minutes**

Minutes were approved as written.

5. **Approval of Claims**

Claims were approved as presented in the amount of \$24,774.83.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

There were none.

8. **Librarian's Report**

a. **Meeting Room Policy/Procedures**

Chris shared that we needed to make some updates to our procedures as it is becoming increasingly difficult to schedule our events in the library as the meeting rooms are very busy and quite often booked many months to a year in advance. There was a sample of the updated meeting room policy and meeting room use agreement included in everyone's paperwork today for review. We plan to have an option to request a meeting room reservation via our website soon. A Motion was Made and Approved to accept the new policy/use agreement with two changes.

One was on the use agreement to change the first item to, Reservations may not be made more than three months in advance and no more than two reservations may be on the books at any time. The second was to add that Exceptions can be made at the discretion of the Library Director.

Judy then asked about firearms in our building. Chris reported that we cannot prohibit someone carrying a firearm if they have a concealed weapons permit. The courts and schools are exempt from this rule.

b. Address Challenged Policy

Chris reported that we would like to better serve the address challenged patrons for a trial period of six months. Previously we did not allow check-outs of DVD's to those patrons from DAPC, Community House or the Emergency Support Shelter. We would also not allow someone to acquire a library card without proof of a current address within the area that we serve. With valid photo ID and a completed application we will be issuing a library card for a six month period. Children will be allowed a card as well; but the parent is required to be here with them to sign for the card. Address challenged patrons will be allowed to check out up to five library items (excluding media equipment). A Motion was Made and Approved to approve this trial program for six months.

c. Staffing Update

Lisa Hedgpeth is our new Circulation Specialist. The Library Technician I position should be open soon. This position will be Elizabeth Partridge's assistant in the Adult Services area and will also be trained as back up for Lisa Hedgpeth, in her absence.

d. Kelso Reciprocal Borrowing Update

Chris reported that the reciprocal agreement with Kelso was set up to run for one year on a trial basis and that period will end on June 30th. He stated that 383 of Kelso's patrons have received reciprocal cards from us; where our patrons have received 288 reciprocal cards from Kelso. Last month Kelso patrons borrowed 1,850 items from us and Longview patrons borrowed 50 items from Kelso. We have a much larger collection than Kelso does. Chris and Cindy will be meeting soon to discuss the possibility of renewing this program for perhaps three to five years. Chris feels the reciprocal agreement is worthwhile and would like to see it continue.

e. Library Open House, Tuesday, April 26 from 4:00-6:00PM

Chris shared that there will be a lot of programs at the library during the month of April as well as the Open House, celebrating the 90th birthday of our library. He hopes that the Board members are able to attend the Open House and any other programs that they may be interested in.

f. Frankenstein Event, Tuesday April 12

Chris reported that the presentation, "Mary Shelley's Frankenstein: Anatomy of a Masterpiece," by Seattle-based scholar Lance Rhodes will take place here at the library on April 12th at 6:00PM. There will be a talk at 2:00PM that day at LCC as well. Rhodes is a member of the Humanities Washington Speakers Bureau

g. NW Voices – Wednesday, April 13 – Kate Dyer-Seeley

Chris reported that there will be an event at LCC at 3:30PM that day and then a reading will take place here at the library at 7:00PM that evening.

h. Statistical Report

Chris shared the statistics and reported that circulation is down about 1% from last year. He stated that the library is still busy, but in different ways.

9. Other Business

- a. Chris recently attended PLA in Denver and will have a report to share for our next board meeting.
- b. There was mention of our drop-in technology classes and Cathy shared the calendar that is now produced by Elizabeth that shows all of the library happenings for the month. In the future Cathy will provide the current month's calendar to share with the board.
- c. Jerry asked if there was a new date for the get together between the Friends, the Foundation and the Board. Linda indicated that the Foundation Development Committee was meeting this Thursday and that will be discussed at that meeting.
- d. Our next meeting will be on May 2, 2016.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 4:38PM.