

City of Longview

Longview Public Library
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www.longviewlibrary.org

Minutes

Library Board of Trustees

Monday, April 15, 2013

4:00 PM

Library Board Room

1. **Roll Call and Call to Order**

Meeting called to order at 4:00PM. Skip Dunlap from Longview Library Foundation Board was present.

2. **Approval of Agenda**

Agenda was approved as delivered.

3. **Approval of Minutes**

Minutes were approved with the addition of creating a diverse group of stakeholders for the upcoming strategic planning group that are as similar to the latest census as possible.

4. **Approval of Claims**

Claims in the amount of \$15,176.84 were approved.

5. **Constituent Comments**

There were no constituents.

6. **Chair and Board Reports**

Virginia stated that she had been at the Foundation meeting last week and they were discussing the upcoming Northwest Voices event with Ivan Doig. A portion of this event will take place at the Rose Center and the remainder will be here at the Library. Virginia said that Tom Pence had offered to underwrite any additional costs.

Linda reported that she had received the proclamation for National Library week at the City Council meeting recently.

There was discussion on an annual calendar for our area/County so that there are not too many events at one time with low turnout for each. It should be a coordinated effort so that all events are well attended. It was mentioned that the Daily News has attempted to do a calendar, but unknown if this was helping at all.

Virginia then asked what the status was for the "no smoking" signs that were to be placed on our property through the Parks Department. Chris stated he would follow up with Dick Mueller. There was also discussion on the white bucket and whether it was necessary as it almost encourages smoking. Chris stated that usually if there is no bucket there are cigarette butts everywhere.

There was discussion of coordinating a Cowlitz Literacy Association Event along with the Squirrel Fest. There is a possibility for an early childhood reading grant (preschool – 3rd grade) offered from Target, however the deadline is April 30th and Jan Hanson would be the one who would need to write the grant.

Chris will check with Jan regarding her having time to write the grant with the short time remaining before the deadline.

7. Librarian's Report

a. Longview Library Foundation Report

Skip Dunlap stated that the Foundation looks to the Board of Trustees and Chris as to what is needed here and what they can fund for us. He states that the Foundation does not spend enough money.

b. Strategic Planning Update

Our current listing of possible stakeholders was handed out to all in attendance. It was stressed that we need the list to be economically balanced as well as based on what the community needs. Virginia brought up the idea of a doctoral student following/assisting with the process. Chris stated his preference would be not at this time. Chris will talk with Carolyn to schedule a date.

c. Fire it Up! Adult Winter Reading Report

Chris reported that there were 200 people who participated in the program and that they read 1,000 books. He reported that Kalama library did well also. For next year the program will be for 6 weeks rather than 8. Virginia asked why Chris felt the program was so successful and he stated our staff! There were some great prizes that were donated as well. All winners this year were women so there will be a change next year in that there will be a top man and a top woman reader to encourage more participation from men.

d. Library Hour Change

Chris indicated that the patterns of library use have changed. Previously Mondays and Thursdays were the busiest days. He also stated the schedule as it is, is confusing as to the various times that we close on different days. Current hours are Monday, Tuesday and Thursday 10AM to 8PM, Wednesday 10AM to 5PM, Friday 10AM to 6PM and Saturday 12PM to 5PM. His proposal would be Monday – Wednesday 10AM to 8PM and Thursday – Saturday 10AM to 5PM. All present were in agreement on Chris' suggested new hours.

e. Library Amnesty Day - April 26

Chris asked if the Board was in favor of April 26, 2013 for Amnesty Day, he reported that many long lost books are returned when we offer this option. All present were in agreement of the requested Amnesty Day for the Longview Public Library.

f. Policy Manual - Collection Development Policy

The Collection Development Policy was reapproved by the Board. Chris did report that we receive between 40 and 100 requests for materials per month. There was

also discussion on the Washington Anytime Library. Virginia asked about monies spent on e-books as well as what our current plans are (both short and long term). Chris will report back on this.

g. Foundation Requests

There was a request for the Mariachi band to celebrate Cinco de Mayo as well as a request for books to be purchased that are similar to encyclopedias but pertaining to science. The Foundation approved both the requests and purchases.

Virginia then asked if there is a way to track LCC student's usage of our library in comparison to the general population. Chris indicated that due to the right to privacy as well as the procedures involved, that this is not possible.

h. Kill a Watt Lending Program with Cowlitz PUD

PUD is in the process of offering a kit that citizens will be able to check out from the Longview Public Library that will allow them to monitor how much electricity is being used and test individual appliances etc. to check the actual usage of each.

i. NW Voices - Langdon Cook on Monday, April 29 at 7 pm

Forager and author, Langdon Cook will appear at the library on Monday, April 29 at 7 pm for a reading in the auditorium.

j. Statistical Report

March statistics were presented. Meeting rooms are being used more often and Chris states that this is primarily due to a lack of free meeting room options in the Longview/Kelso area.

8. Other Business

a. Next Meeting, May 20, 2013 at 4PM.

9. Executive Session (if necessary)

No Executive Session.

10. Adjournment

The meeting was adjourned at 5:17 p.m.