

City of Longview Minutes Library Board of Trustees

Monday May 2, 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, Adult Service Librarian Elizabeth Partridge and Cathy Lowman. George Hext was absent.

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 \$29,543.50.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

There were none.

8. **Librarian's Report**

a. **Elizabeth Partridge, Adult Services Librarian**

Chris introduced Elizabeth Partridge and she began by distributing the new calendar that she has created for the library which shows all events for the current month. She updates the calendar with new events as needed. Patrons seem to really enjoy this calendar and are asking for them at the desk. The current calendar has many adult activities, but will primarily cover activities for children and youth starting in June with the Summer Reading program. Elizabeth also mentioned that we had several programs in April due to the fact that it was our 90th anniversary month.

She also covered some of the upcoming events for May. One of which will be the third part in her Gardening series which is run entirely by the WSU Extension office. Other than Elizabeth marketing and providing bookmarks, the Extension office takes care of the rest. There have been about 20 people attending these workshops and they have been very enthusiastic about the program. At this final workshop there will actually be food served, so we may have a larger turnout, as patrons should smell the food and may be more curious as to what is going on in the auditorium.

Another seminar to be offered this month is all about finding a job. This will take place on May 16th at 6:30PM and is in partnership with Work Source. There is grant money available and this may help those who qualify access to these monies. After attending this seminar/workshop there are classes being offered in which they are allowed eleven people per class.

In July and August there are currently no adult programs scheduled. In the fall she does have an art program planned as well as possibly an attorney to cover financial planning. There will be a Native American event that will take place in November. Elizabeth also mentioned how coloring for adults has become very popular in many libraries and she hopes to bring this to our library as well. Chris commented that at the PLA conference that he recently attended there were jigsaw puzzles and coloring available to attendees.

Elizabeth also spoke on the success of our Fire it Up! program and that there were 200 more participants this year from Longview than last year and that Kalama had 30 participants even with the flooding and no actual library.

Next was the Culture Card, Elizabeth reported that there are two more shows that are coming up this summer and that the Longview/Kelso Community Concert is now participating in the program. A board member asked if they were unable to use their own personal tickets to an event could they be included in the program. Elizabeth indicated that it would not be part of the actual program but that we would do our best to find someone that could use the tickets.

This Friday, May 6th is the annual Project Read potluck for all learners and tutors. Jennifer Wills the director from our Parks Department will be the speaker and will promote Active Mind/Active Body.

Elizabeth has plans to establish a monthly night for an adult activity and hopes to begin this in the fall. This would be similar to our movie nights which are the first Tuesday of each month except for the summer months. We had our lowest attendance ever at our most recent movie, only 18 people attended. June's movie will be Pride, Prejudice and Zombies.

There have been a few movies that have been at capacity and we unfortunately had to turn people away. Kung Fu Panda will be shown during the summer as part of the Summer Reading Program. There is popcorn served and a small bottle of water given out to all attendees for our movie nights.

Elizabeth stated that once the current position for an assistant in her area is filled there will be even more programs available for adults!

b. PLA Report

Chris has included a written report covering some of the sessions that he attended and what he took away from each. He really enjoyed the Designed for Experience: Reimagining Spaces and Services. He plans to use much of what he learned at this session here at the LPL. Although he feels we are excellent with customer service he knows there is always room for improvement. For example when someone comes into our library and indicates that they would like a library card, our staff usually responds with, "Do you live in Longview"? Chris feels we can change this just by welcoming them and/or thanking them for coming in and then asking for their address and identification. Chris also would like to get surveys out to see how we are doing as a library and what would patrons and/or citizens like to see in the future. We did have a short three question survey available for the week that we had our 90th anniversary and Chris will share those results at our next board meeting.

Jerry asked what Chris thought of Anderson Cooper, as he delivered the keynote presentation and discussed his latest book that he wrote with his mother, Gloria Vanderbilt. Chris said it was a powerful presentation, he was down to earth yet blunt about conversations he feels that people should have with those that they care about before they are gone.

Another session from PLA was Hospitality: The Essential Ingredient, this was Chris' favorite other than the above mentioned pre-conference session. Simply put, if there are many restaurants in an area that are comparable in price and service people tend to favor the one with the best hospitality. He would like this to be a focus for staff here and he will be sharing this with staff soon, as well as with the Foundation

Chris will have a report from WLA at our next board meeting.

c. Library Staffing Update

Chris reported that he and Elizabeth will be interviewing next week and he is in hopes that the new person would start here at the beginning of June.

The new person will primarily be working as an assistant to Elizabeth but will be a backup for Lisa's position when she is not here.

d. Library Study Update

Chris reported that he had met with the City Manager, Assistant City Manager and the City's Head Engineer recently and they believe that it will be about one month or so when we will have someone from engineering assigned to our upcoming project here.

e. NW Voices – Lyndsay Faye

Chris stated that Lyndsay Faye will be here either May 20th in the evening or May 21st in the afternoon. When this was originally scheduled it was for the afternoon of May 21st. Chris just discovered that is the date that his son is graduating from college. He has a call in to Lyndsay Faye to see if she is willing to change this to the evening of May 20th. If the date cannot be changed, Elizabeth Partridge has agreed to take Chris' place for the event.

f. Statistical Report

Chris shared the Statistics for March with all in attendance. He has updated this by adding other E-Resources which are some of the items from Hoopla.

9. Other Business

- a. Chris reported that he had been asked to assist the City Manager and Assistant City Manager with the City's budget preparation for 2017-2018 and with doing this; he will be busier than usual. Judy stated that is a nice compliment to Chris by them asking him to participate.
- b. Chris reported that we had 264 people in attendance for our open house. He stated that the Longview Room seemed to be a highlight and that Lisa Hedgpeth was happy to have Karen Dennis and Patricia Bosh there to assist. Chris also thought the patrons enjoyed seeing the staff workroom and Mark actually repairing some books.
- c. Our next regular meeting will be on June 6, 2016 at 4PM.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 4:40PM.

