

City of Longview Minutes Library Board of Trustees Meeting

Monday, May 2nd, 2022

4PM

HYBRID

1. **Call to Order**

The meeting was called to order by vice chair Tina Smith at [4:00] pm.

2. **Roll Call- Introduction of Members**

Present were Board members Tina Smith, Dave Knoyle, Linda King, and Paula Stepankowsky (via zoom), Interim Library Director Keith Larson, Technology Librarian Jennifer Jensen, Youth Services Librarian Becky Standal, and Youth Services Technician Jakob Collins.

- a. **Welcome:** Paula Stepankowsky was welcomed as the newest Board member.

The meeting was a hybrid meeting in-person at City Hall and through Zoom.

3. **Approval of Agenda**

Agenda was approved as presented.

4. **Approval of Minutes**

Tina asked for clarification regarding what staff calling out meant. Keith clarified that this meant staff members had used their paid leave to not report to work.

5. **Approval of Claims**

The Board reiterated that unanimously approved a 1-month lag between claims. The claims presented to the Board were from March and were approved as presented.

6. **Surplus Materials**

There was no Surplus Materials provided this month due to the 1-month lag approved by the Board.

7. Constituent Comments

Jen Merry congratulated Keith, the Board, and library staff for the successful 96th birthday party held on Thursday, April 28.

8. Chair and Board Member Reports

a. Hiring Board

Tina talked about her experience on the hiring board, saying it was a good experience.

b. City Council Meetings

Tina and Dave informed everyone that beginning in June, the City Council meetings would be changed to Thursdays at 6:00 PM to better accommodate work schedules.

However, for the months of July and August, City Council meetings will be held on the 2nd Tuesday as not to interfere with the Concerts at the Lake events.

c. Brooklyn Public Library Anniversary

Tina informed everyone about Brooklyn Public Library's recent 125th anniversary, and that they had recently checked out their one-billionth book, which was *The Time of Green Magic* by Hilary McKay. Tina said she would soon be reading it.

d. Linda congratulated the library on a fun and successful birthday party for the library.

9. Interim Director's Report- Keith

a. Operations Summary

Keith mentioned that we wouldn't have the full updated numbers until the following month.

Jennifer reported that digital magazine checkouts through Washington Anytime Library was going well, with 181 checkouts, which was tenth from the top numbers in the state.

Lisa (who was not present) had provided stats that show over 100 new patrons getting library cards the last month, with 24 of those from online registration.

b. Staffing Update

Keith announced that Heather Palow had officially begun working for the library, and that she was receiving training at City Hall for most of the day. He

said she brought in plenty of marketing experience we need, and that she had previously taught at the University of Vermont.

Because of Joanne Dallas's promotion, a part-time Library Clerk position had opened up, and that the position had been posted.

Finally, Keith informed the Board that a press release announcing the new Library Director would be released the following day.

c. Koth Gallery & NW Voices Plans

Keith informed the Board that Scott McRae's art is being displayed in the Koth Gallery for the rest of the month of May, and that there would be more art to come, excluding the months where the Summer Reading Program would be taking place (June-August).

Keith said NW voices had gone well, and that there were two or three more events coming this year.

Keith stated that more options for displaying art were possible thanks to the display cases in the gallery, and we would look into getting more people scheduled to make use of those.

Becky informed the Board that this year's Summer Reading Program theme is "Oceans of Possibilities" and that there would be a mural created by Mark Counts in the Koth Gallery from June – August.

d. PLA Conference Reports - Jennifer

Jennifer gave her PLA report to the Board, which included information gathered from 3 different panels, including one focusing on a program to have adult learners earn their high school diplomas, one on issues surrounding digital books and licenses, and another about removing bias in cataloging standards, particularly pertaining to queer, Black, and women's history.

Dave asked Jennifer what the status was on new magazines in regards to whether the newest issues were available for checkout immediately, which Jennifer said they were now due to COVID. She said that no one had complained of that change so far, especially since patrons can place the newest issue on hold even if it is checked out. In the case that the most current issue of a magazine is checked out, the next most recent issue is put on display in its place.

Jennifer also stated that some magazines were no longer available, and that we had subscribed to some new ones, such as *The Economist*.

Keith said that all 4 of the staff members who attended PLA had also given their reports to other staff members to inform them of what they learned.

e. Facility Upgrades Status

Keith stated that the City was looking at replacing the HVAC system the following year, meaning staff would go another summer without air

conditioning. There may be fundraising efforts involved in paying for the new system.

JH Kelly is working on the drive-thru window, but there's currently no end date yet.

The security cameras are still on backorder, with no real update for delivery for those.

The lighting project for the parking lot had hit a snag since the entire fixtures would need repair or replacement, and it was deemed low priority especially in the summer months where there it stays light during the library's open hours.

The old Teen Center had successfully been removed, with more work in the area to be done including fixing up the carpets, wiring, and pillars.

The two new tablet stations arrived, with one being installed upstairs and the other downstairs. Jennifer stated that because the company creating the software was located in Finland, there was some time lag and delays in getting those fully updated and ready to go. Jennifer informed the Board that the new tablets are microbial, that there's 6 per station for 12 total, that there's two different profiles available (one for kids and one for adults) that each have their own apps. She also said the tablets don't work outside the building and check out on a patron's library card for 90 minutes, at which point they would reset and wipe all personal data from them.

The Board asked about theft prevention and Jennifer responded that the tablets are tied to the account used to check them out and that they don't work outside the building, both of which would prevent theft. She also stated that other libraries didn't have issues with theft. Jakob chimed in and said that the stations lock the tablets in place until they're checked out.

Jennifer also informed the Board that Kanopy, a video streaming service, would be available soon, including on the new tablets. She mentioned that Kanopy has a large list of independent films, a kids' portal, and allows patrons to check out 1 Great Courses a month.

f. 96th Anniversary Critique

Keith reported that the Library's birthday party went well, with approximately 160 total participants (including staff and volunteers). He said there were great opportunities to meet more people in the community, that the cake was mostly eaten up quick, and almost all of the extra supplies that had been in the supply closet were given out, with the exception of some of the plastic mugs.

g. Friends of the Library Book Sale Results

Keith informed the Board that the Friends had raised around \$2,500 during their sale on April 8-9, and that the Library was grateful for all their work.

He also mentioned the upcoming \$5 bag sale coming up on June 4 from 12 PM – 4 PM in the Library's auditorium.

h. Seed Library

Becky and Keith informed the Board that the Library had given out all 100 of the Deluxe Seed Kits, which contained seeds, coconut core blocks, raffle tickets for a grand prize, and an IOU for some waterproof notebooks that hadn't arrived yet due to shipping delays. More kits that just have seeds and raffle tickets were also being given out at the desks.

i. Rose Garden Project

The WSU Master Gardeners offered resources and help for the Rose Garden to help replenish and restore it. A volunteer prospect had also left their contact information as well. Overall, the Rose Garden still needs a lot of TLC, and Parks is willing help with some of it, but the Library needs volunteers for the rest.

j. Coffee Shop Partner

After talks with numerous local business, the Library may have settled on partnering with He Brews Coffee Roasters in Kalama. In this case the Library wouldn't have a coffee shop, but rather a complimentary refreshment station.

The policies for food and drink would need to be reviewed to make this a reality, including possibly containing the refreshments to just being in the gallery (similarly to how the 96th Anniversary party was handled).

Other possible partners for a coffee shop that were proposed included Luckman Coffee Company in Woodland, Black Falls in Longview, and Matt Keebler.

10. Other Business

Keith brought up how on May 7 there would be an opportunity for different city departments to talk about their needs and wants for the upcoming budget cycle.

Linda asked about what it would take to fix up some damage in the public parking lot at the library. Keith said he would bring it up with the Streets department.

In regards to getting a 5th Board member, Tina mentioned that there were 4 interested people who wanted to learn more about the Board, and that she would be connecting with them soon via email. Questions were raised about what that process would look like, and it was mentioned that it would involve a formal application and phone call with the mayor to get approved.

David reminded everyone that he would be gone for the next meeting in June.

A question was raised about Board contact information on the website, but it was determined that only the names of the Board members would be listed, and if someone was interested in contacting them, someone would pass along their contact information to the Board for them to reach out.

a. Next meeting, Monday, June 6, 2022 at 4:00 PM.

11. Executive Session (if necessary)

None.

12. Adjournment

The meeting adjourned at 4:54 PM

DRAFT