

City of Longview Minutes Library Board of Trustees

Monday May 14, 2018

4PM

Library Board Room

1. **Call to Order**

The meeting was called to order at 4:02 PM.

2. **Roll Call**

Present were Chris Skaugset, Jerry Zimmerman, Sue Supola, Marquita Green, Shawn Green and Cathy Lowman. Linda Bagaason was excused.

3. **Approval of Agenda**

Agenda was approved as written.

4. **Approval of Minutes**

Minutes were approved as written for the April 2, 2018 board meeting.

5. **Approval of Claims**

Claims were approved as presented in the amount of \$19,453.99.

6. **Surplus Materials**

Withdrawn items were approved as surplus.

7. **Constituent Comments**

There were no constituents present.

8. **Chair and Board Member Reports**

There were none.

9. **Librarian's Report**

a. **Library Study Update**

Chris shared that the Feasibility Cost Plan had recently been returned from Hacker Architects and all in attendance were given a copy. Chris also reported that during the first week of June there will be a brainstorming session to discuss possible funding options. Once that is completed there will be a City Council workshop to discuss the options/plans; Chris hopes that this will take place on June 14th.

b. Library Security System

There is nothing additional to report on regarding the library security system at this time.

c. Telephone Policy – Action Item

Chris shared a new telephone policy as we do allow use of our phone at the lower desk for local calls. Over time it has become necessary to create this policy due to abuse by some of our patrons. A script for staff is forthcoming. **A Motion was Made and Approved** to accept the Telephone Use Policy as written.

d. Foundation Requests – Action Item

Chris presented two requests for the Foundation, one is for \$1,800.00 to purchase two new computers for the Project Read area. The current Project Read computers are from 2010. Previously we have used old city computers for the Project Read area; this is no longer an option per the IT department.

The second request is in reference to the two LCC message board/clocks that are to be installed here at the library. The request is for \$800.00 and we currently have an estimate for \$567.53 for the installation/wiring necessary to make this happen.

A Motion was Made and Approved to approve both requests to the Foundation.

e. NW Voices – Tuesday, May 22 featuring Jon Gosch

Chris shared that the next event features Jon Gosch who was raised in Longview. This will include a workshop from 3:30 to 5PM at LCC and then a reading at the Longview Public Library at 7PM. This will most likely be our last NW Voices event until the fall.

f. Memorial Day Closure – Monday, May 28

The library will be closed due to the holiday.

g. Statistical Report

Chris shared the Statistical Reports for March noting the increase in numbers in attendance for the Adult Services due to multiple programs in that area.

10. Other Business

- a. Our next meeting will be held on June 4, 2018 at 4PM. At that time we may discuss possibly cancelling our July or August meeting if there is nothing pressing at that time.

11. Executive Session (if necessary)

None.

12. Adjournment

The meeting was adjourned at 4:39PM.