

# City of Longview

## Minutes

### Library Board of Trustees

Monday May 15, 2017

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, Linda Bagaason, Sue Supola, Marquita Green 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 \$26,549.64.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

There were no reports.

8. **Librarian's Report**

a. **Library Study Update**

Chris shared that the study has begun. He, Elizabeth and Jennifer as well as two representatives from the architectural firm Hacker have toured our building extensively. There are additional groups meeting tomorrow with the Hacker group which includes a meeting with staff only, a meeting with the Board members, the Foundation and the Friends. There is also a brief technology meeting and lastly a meeting with other city personnel, including the City Manager, other department heads, as well as city council members. The next meeting in this series will be for the public to attend and share their thoughts and ideas.

This will be held in the library on Wednesday, May 31 from 6-8PM. The plan is to have the study completed by early November of this year.

**b. Foundation Requests**

Chris reported that there are two requests for the Foundation; one is from Jennifer King our Youth Services Librarian in the amount of \$1,390.00 for a project titled 1000 Books Before Kindergarten, the second is from Chris in the amount of \$3,500.00 for an on-line resource called Select Reads. The 1000 Books Before Kindergarten will promote early literacy by encouraging parents to read 1000 books to their preschool children (0-5 years) before they start kindergarten. The Select Reads will enhance our patron's experience in finding new things to read. Chris would like for this first year of both programs to be paid for by the Foundation and they will be evaluated after the one year mark and if he/we feel that they are successful, he will find a way to fund them through our library budget through the city. Chris then reminded us that although the RIF program is going away there are other organizations; such as the noon rotary group and Altrusa that are trying to keep the program going in some schools. Linda Bagaason commented that to have children reading prior to starting school is very important. **A Motion was Made and Approved** for both Foundation requests. The recording of the books read will be self-recorded through the Beanstack program.

**c. Music event featuring Hungrytown, May 23 at 6PM**

Chris reported that this folk group will be playing at the Library on the above mentioned date. This will take place in the Reading Room on the main floor. Chris also mentioned that he is trying something new with getting this information out on Facebook. He is boosting this event on Facebook as well as the meeting at the end of May that the public are invited to and will check to see if this increases our numbers of attendees or not.

**d. Library Closures – Friday May 26<sup>th</sup> for staff training and Monday May 29<sup>th</sup> for Memorial Day**

Chris reminded us that the May 26<sup>th</sup> closure is for Mental Health First Aid Training for our staff.

**e. Statistical Report**

Chris shared the statistical reports for March, noting that meeting room use is down a little and that Outreach has increased partially because there are more volunteers being used therefore we are able to serve more people.

**9. Other Business**

- a. Our next regular meeting will be on June 5, 2017 at 4PM. It was also decided that the July meeting would be cancelled due to vacations. If we decide to meet in July we will schedule a special meeting for some time later that month.
  
- b. Sue Supola asked about the possibility of getting a bookmobile at a later date. She remembers that we were in the running for one that was given away awhile back and feels that it would be a good way to outreach in other ways. Chris agreed and shared that there are other staff that would like to see this as well.

**10. Executive Session (if necessary)**

None.

**11. Adjournment**

The meeting was adjourned at 4:43PM.