

City of Longview Minutes Library Board of Trustees

Monday June 16, 2014

4PM

Library Board Room

1. Call to Order

The meeting was called to order at 4:01 PM.

2. Roll Call

Present were Chris Skaugset, Virginia Cowden, Judy Fuller, Mike Theriault, Jerry Zimmerman, Cathy Nordmark and Librarian Jan Hanson. Linda Bagaason was excused.

3. Approval of Agenda

Agenda was approved with the addition of one item under the Librarian's report.

4. Approval of Minutes

Minutes were approved with one correction on page two, the first sentence from the May 5, 2014 meeting.

5. Approval of Claims

Claims were approved as presented in the amount of \$19,273.47.

6. Constituent Comments

There were no constituents present.

7. Chair and Board Member Reports

Linda was not present but had asked Chris to report for her that she had a confirmation from Robert Pyle for October 3, 2014 for the Foundation's event to thank donors. The Foundation's Development Committee asked if the Trustees would be willing to provide beverages for this event. All were in agreement that the board will provide beverages for this event.

Virginia appreciated Judy's assertiveness from the last meeting.

8. Librarian's Report

a. Summer Reading

Jan reported that today is the first day to sign up for summer reading and that we have had 150 signups so far, which she believes is a record. She shared the plans for the Cowlitz Black Bears game for those participants who meet the requirements for reading this summer by filling up one reading record. This was set up through the Cowlitz Literacy Council and she is very grateful for this opportunity. The Black Bears organization is very excited as well. Jan touched on the literary periodic table and stressed that costs from the program this year have been kept to a minimum. Jan then shared her Power Point presentations for children and the one for teens. She asked that we tell everyone about the Summer Reading Program.

b. Policy Manual – Squirrel Scrip

Chris asked that the board approve the reading for fines program during the summer reading program. For every ten minutes of reading, \$1.00 will be removed from a child's fines. Motion was Made and Approved for this.

c. Library Design Institute Report

Chris reported on his recent trip to Salt Lake City and will e-mail the report to all board members and will mail a copy to Virginia as she is having problems with her internet access. Chris stated that there were a total of six libraries that were asked to participate in this project and that the Longview Public Library was the first choice of the architects that he worked with who were from OPN Architects in Cedar Rapids, Iowa. A few things that he came away with are how much actual usable space we have here and that it was suggested that we not make any change to the original building on the main floor.

d. Reciprocal Borrowing Agreement with Kelso

Chris asked that the agreement be reviewed and approved so that we could begin this in September of 2014. Judy shared that she feels if there is a pay card patron who would like a reciprocal card that they be able to benefit from this agreement as well. All board members were in agreement with this. Motion was Made and Approved to approve the Reciprocal Borrowing Agreement with Kelso. This will now go to Longview City Council for approval; Kelso will need to get approval as well.

Virginia then stated that she would like to be sure that patrons understand the Kelso items need to be returned to Kelso and Longview items to Longview.

e. Circulation Policy and Procedures

Chris reported that many other libraries allow business owners as well as property owners to use the library in their area and he is suggesting that we do the same here in Longview. Currently we only allow someone who lives in our library district to have a no fee card. Chris has been providing information to businesses in the area showing them what the library has to offer and how we can assist them. One of many ways is access to our databases. There was a Motion Made and Approved to allow Longview businesses and property owners to receive library cards, with proof of the above.

In addition, we currently require a card holder to be able to write their own name in order to have a Longview Public Library card. Chris stated that many other libraries do not require this and that a card can be obtained at any age. He feels this is a good idea and would like it done here as well. There was a Motion Made and Approved for a citizen to be allowed a library card, regardless of their age or ability to write their name.

f. Internet Reservation Software

Chris reported that this new system is scheduled to be up and running sometime in July. It should free up our reference desk staff and allow them to assist patrons in other ways, rather than always making reservations for our computers. Chris also stated that the system is currently being tested by our IT department and that there will be PSA's announcing the upcoming internet reservation system.

g. One Book/One Community Update

Chris reported that there are about 20 suggestions and that there will be a meeting later this week to discuss the options and possibly make the decision on a book. There are multiple organizations that may contribute to this, which include The LPL Foundation, the school district, Rotary and Humanities Washington. Virginia asked what the estimated cost will be and Chris stated perhaps \$11,000.00, which will include getting the author here, purchasing about 300 books as well as marketing. Northwest Voices will help with the author as well.

h. Cowlitz Literacy Coalition Update

Chris reported that the Literacy Coalition has plans to purchase 1000 tickets and that each ticket will include a hot dog and a drink. This should be a big event and the Cowlitz Black Bears organization is very excited about it and thinks it could be a record crowd that evening. This is the reward that Jan mentioned in her Summer Reading presentation as a prize for those readers who fill up one reading record.

i. The Shay/Sidewalks

There is a map of the requested change to the original plan for the sidewalks surrounding The Shay that Chris has asked the board to review. After discussion and review there was a Motion Made and Approved to make the changes to the sidewalks.

j. Statistical Report

Statistics were reviewed. Mike asked if there was anything remarkable about them and Chris stated there was not. E-book and audio-book usage continues to increase.

9. Other Business

Chris had attended a meeting at LCC about their master facilities plan and will discuss this at our August Board meeting.

The next meeting is tentatively scheduled for August 4, 2014; however if there is nothing urgent to discuss we may wait until September 8, 2014 to meet again. The board agreed to cancel the July 7th meeting because of the late date for the June meeting.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 5:26PM.