

City of Longview

Minutes

Library Board of Trustees

Monday August 14, 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 for the June 5, 2017 board meeting.

5. **Approval of Claims**

Claims were approved as presented in the amount of \$43,103.51.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

There were none.

8. **Librarian's Report**

a. **Library Study Update**

Chris reported that the next meeting with the Hacker Architects is in two weeks. He has attached copies of various studies that have been done so far. Some of the topics that have been discussed are Project Read space, study space, Maker Place area and a computer lab. Our shelving should be at a maximum height of 66" and that security cameras are in the budget for 2018 under capital improvements.

b. Unique Management Services

Chris reported that this business is a debt collection company that handles collections for libraries only. Our current procedure is starting with a certified letter and then through the City Attorney's office. There is usually a \$100.00 minimum and they are occasionally on our books for up to 20 years. Not returning material is considered petty theft.

It was asked who is currently using Unique Management Services and Chris stated that he believes that Fort Vancouver is. Chris would like to research this option and reminded us that the goal is to get the materials returned rather than collecting monies. Linda thought perhaps this may result in items being returned quicker. **A Motion was Made and Approved** to look into Unique Management Services.

c. Bylaws change to add Discarded Material to Agenda

Chris had mentioned an update to our agenda at our last meeting. He would like the addition of Surplus Materials added right after the Approval of Claims on our monthly meeting agenda. **A Motion was Made and Approved** to accept the update to our agenda/bylaws.

d. SquirrelFest – August 19

Chris reported that there will be a new squirrel bridge unveiled that day and that there will be many activities on the library grounds. We will have a library sponsored craft table as well.

e. Library Closure – Monday, September 4 for Labor Day

Also Chris will be on vacation the week of August 21-25, 2017.

f. Statistical Report

May and June statistics were shared with all in attendance. There was an error discovered in the e-books which Chris will correct at our next meeting. Borrower numbers are still declining but this is still due to cleaning up the old records.

9. Other Business

- a.** Our next regular meeting is scheduled for September 11, 2017 at 4:00PM.
- b.** Sunday, August 27th is the get together at Rosemary Powelson's for the Board, Foundation and Friends.
- c.** The Volunteer appreciation event is scheduled for Friday, September 22 from 6-8 PM here at the library.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 4:47PM.