

# City of Longview

## Minutes

### Library Board of Trustees

Monday September 12, 2016

4PM

Library Board Room

**1. Call to Order**

The meeting was called to order at 3:59 PM.

**2. Roll Call**

Present were Chris Skaugset, Jerry Zimmerman, Judy Fuller, Linda Bagaason, and Asst. City Manager Kurt Sacha. George Hext was not present.

**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 \$27,646.39.

**6. Constituent Comments**

There were no constituents present.

**7. Chair and Board Member Reports**

Linda Bagaason mentioned the meet and greet that they have been trying to put together for the Board, the Foundation and the Friends Board. The event was taking place at the Mill City Grill at 5:30 pm on Thursday, September 29. Linda also discussed the Foundation's thank you event called Celebrate the Arts which will take place on Sunday, October 9 from 2:00-5:00 pm at the library and will feature Portland author Molly Gloss and former Longview resident, and noted Holocaust expert, Bob Ericksen with refreshments served in between speakers.

**8. Librarian's Report**

**a. Building Study Update**

Chris spoke to the Board about the library modernization/remodel study that was scheduled to take place this year through the Capital Improvements Project fund. Chris shared that he had met with City Engineer Craig Bozarth who had determined that he would be the one to take on this projects since

he had been having a difficult time freeing up another engineer within his department. They met a couple of weeks previously and had decided that Craig would work on most of the RFP while Chris would work on the Scope of Work to be performed and finding consultants to send the completed RFP to. It was the first real step in getting the project started. The two have scheduled to meet every other week.

**b. Bookmobile Proposal**

Chris shared with the Board that in the interim since their last meeting an opportunity had arisen to possibly acquire a used bookmobile. Staff had been interested in getting a bookmobile for public events and outreach in the community in the past. Jefferson County Library System had recently purchased a new bookmobile, but when they tried to sell their old one, they had no takers. Their Board decided to offer it to any Washington library system which could send in a proposal explaining how they would use the vehicle. After discussions with the City's Fleet Manager and the City Manager and Assistant City Manager, we sent in a proposal. The Jefferson County Board would choose the best proposal at their September 14 meeting.

**c. DVD Changes**

Chris reported at the beginning of September, and as part of National Library Card Month, that the limit of ten DVDs per cardholder was eliminated. Staff felt that the collection was large enough (shelves are often nearly full to capacity) and the cost of replacement was so reduced that it was time to make the change and treat DVDs like all other materials. So far, staff had not noticed much change in the number of checkouts, etc.

**d. Summer Reading Update**

Chris reported that the Library had recently finished up another successful year of summer reading with around 1,100 young people signed up for the program. All of the individual events and programs were well attended and over 600 people went to Literacy Night with the Black Bears.

**e. Library Outreach**

Chris informed the Board that beginning in the last week of August that several staff members went out and canvassed in the Highlands area giving out library information, a coupon for \$10 off of old fines, and a survey that if they returned would put them in a drawing for an e-reader. This was the beginning of an outreach to not only the Highlands, but also to the Mini-District area, and perhaps other parts of the city as well in an effort to get information about the library and its programs/services out to people who may not know about much of what we do.

f. **Budget Update**

Chris reported that budget process is continuing and that this year he had sat through all of the department budget meetings with the City Manager and Assistant City Manager. It was a great learning experience to better understand what other departments do and how their budgets function. On September 29 a preliminary budget would be presented to the City Council at a workshop. Chris will provide more information as the process continues.

g. **Staffing Update**

Chris indicated that since their last meeting, Daniel Tate had been hired in the Library Technician I position that works in Adult Services. Daniel most recently came from teaching art history in Colorado, but before then he had been at WSU and worked in the Neill Public Library in Pullman. He added that we have been very happy with Daniel and the work that he had been doing so far in the short time since he had started.

h. **Foundation Request – Action Item**

The library began offering Hoopla earlier this year offering patrons access to more eBooks, eAudiobooks, music, and videos digitally. It has been very successful. In fact, it has been so successful that the \$6,000 that we paid for the access (Hoopla charges a fee for each circulation) is not going to make it to the end of the year. To continue the service, at least until we've had a complete 12 months to assess Hoopla, he is asking the Library Foundation for \$5,000 to continue the service. **A motion was made and approved** to forward the request on to the Foundation for their consideration.

i. **Statistical Report**

Chris shared the statistical reports for June and July with the Board.

9. **Other Business**

- a. Our next regular meeting will be on October 3, 2016 at 4PM. – Susan Supola indicated that she would need to be excused for the October meeting.

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

None.

11. **Adjournment**

The meeting was adjourned at 4:37PM.