

# City of Longview Minutes Library Board of Trustees

Monday October 3, 2016

4PM

Library Board Room

1. **Call to Order**

The meeting was called to order at 3:55 PM.

2. **Roll Call**

Present were Chris Skaugset, Jerry Zimmerman, Judy Fuller, George Hext and Cathy Lowman. Guest Peter Morris from a local Boy Scout group was in attendance as he is working on his communication badge and is required to attend an open public meeting. Linda Bagaason and Sue Supola were excused.

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 \$37,889.27.

6. **Constituent Comments**

There were no comments from our guest Peter Morris other than his explanation as to why he was attending this meeting.

7. **Chair and Board Member Reports**

There were no reports.

8. **Librarian's Report**

a. **Building Study Update**

Chris reported that he has been meeting with Craig Bozarth from Engineering and they hope to have the Request for Proposal (RFP) ready to go out by the end of October. This will go out to architects who work on/with libraries and those that are in historical buildings. When we receive the information back from the architects who are interested in our project there will be an interview process of a few of them and things will move forward from there.

**b. Bookmobile Proposal Update**

Chris reported that a library located in Skagit County was chosen as the recipient of the bookmobile.

Chris also stated that Librarians Elizabeth Partridge and Jennifer King are working on a possible partnership between our library and Bikers Against Child Abuse.

**c. Budget Update**

Last Thursday was the 2017-2018 budget meeting in which Chris did not attend. He did report that at this time there does not appear to be any changes coming to the proposed budget. The budget should be approved in early December.

**d. Staffing Update**

Chris reported that Jan Hofmann has given her notice and that she will be retiring on October 21, 2016. Although her current position was half tech services and the half youth services, the new position will probably not be split in the same areas. He is considering possibly half tech services and the other half in circulation.

**e. Mini-District Meeting Update**

The Mini-district met last week and approved a new contract with an increase of 4.5% over the next two years. It will be easier for the mini-district if this is split up at 2.3% for the first year and then 2.3% the following year.

**f. Foundation Thank You Event, Sunday, October 9 from 2-5PM**

Chris shared that this year's event is being done a little differently as it is open to the public. Any previous donors did receive invitations by mail. Molly Gloss will be speaking, there will then be a time for snacks and then Bob Eriksen will speak.

**g. NW Voices – Monday October 17**

James R Wells, great-grandson of author H. G. Wells and a Science fiction writer will be here for our first Northwest Voices event for this season. There will be a writing event at LCC from 3:30-5PM and then a reading here at the Longview Public Library at 7PM.

**h. Other Programming in October**

Our calendar for October was given to all who were present. There are too many activities this month to mention them all. One of the bigger changes is we will no longer offer Mango for learning a new language and will now offer duo Lingo.

**i. Statistical Report**

The August statistics were share with all in attendance.

**9. Other Business**

- a. George asked if he were to have a subscription to Trade-a-Plane delivered to the Longview Public Library would Chris be interested in having it available. Chris stated that he would.
  
- b. George also shared a recent experience that he had in both the Prineville and Bend libraries. When asking questions at other libraries he is not always satisfied with the answer he receives. He feels our library is one of the best! Chris shared that recently a marketing committee has been formed with a group of staff members who are working on a marketing plan for the Longview Public Library.
  
- c. Our next regular meeting will be on November 7, 2016 at 4PM.

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

None.

**11. Adjournment**

The meeting was adjourned at 4:20PM.