

City of Longview

Minutes

Library Board of Trustees Meeting

Tuesday, October 11, 2022

4PM

IN-PERSON

1. Call to Order

The meeting was called to order by Chair Tina Smith at 4:02pm

2. Roll Call- Introduction of Members & Guests

Present were Board members Tina Smith, Dave Knoyle, Linda King, Paula Stepankowsky, Erik Halvorson, Library Director Jacob Cole

The meeting was in-person only due to a bad Zoom link / information.

3. Approval of Agenda

4. Approval September 12, 2022 Minutes

5. Approval of Claims

Linda asked about number 24, How many Hoopla users do we have?

6. Surplus Materials

David asked about the Weeding and shifting materials. Jacob discussed the swap of Genealogy and Large Print. Plans are to reduce the amount of material on the Mezzanine so that some stacks can be removed that will facilitate a display case for the Longview Room and another desk.

7. Constituent Comments

None

8. Chair and Board Member Reports

Tina discussed attending Northwest Voices with speaker Alan Rose, his presentation about his book "As if Death Summoned" is based on Alan's experience as a gay man living in San Francisco then Portland during the AIDS epidemic. She was impressed by the presentation and Question & Answer portion. There were about 15 to 20 attendees.

Art Speaks Volumes was great! Lots of amazing creations. Paula and her husband made a book birdhouse creation. Linda talked to Rosemary, who said the event was a big success. There was a guitar player and a singer, everyone got two drink tickets, the event was sold out. Paula mentioned seeing several Library staff members.

Tina talked to Jacob about additional meetings informally. Jacob will need to see if that is possible by asking the City Attorney. Perhaps it could be a Workshop? If possible they would like to meet on Monday, October 24 in the early afternoon. There is a desire to not do anything unethical.

Tina talked about a meeting of the Ethnic Support Council where there was a presentation about United Way. UW has a goal of 80% Kindergarten Ready by 2032. They are currently getting feedback from parent advisory groups. The Library and United Way are on the same page on this topic. United Way is a big supporter of the Dolly Parton Imagination Library.

There was discussion by David that the Foundation will be meeting soon to look at their investments and its performance. Paula stated that as a former reporter for the Wall Street Journal her advice is to keep following current strategy and not to panic. Stay the course. Don't take the cork out of a sinking ship!

Linda stated that the Foundation received \$4,115 from Give More 24. Twenty-six givers donated and they were one of 216 charities. She attended the Story Walk Grand Opening where there were chairs for folk that could not sit on the ground. The magician was great. There was good attendance and saw the City Manager, City Council members: Strobel, Wallin, and Ortiz.

Paula attended the Budget Workshop on Saturday, October 1. She discussed the Mobile Library in the context of literacy rates in Cowlitz County and Longview. Discussed how a bookmobile would go out to underserved neighborhoods and they would get much needed help. She had a mixed reception Council members Strobel and Wean were attentive while Wallin was on his phone and Ortiz began working on his laptop. She found this behavior disrespectful as she has lived in Longview 41 years, been a taxpayer, and never spoke in front of Council. They could not be bothered to pay attention for three minutes. Wallin feels there is no strategic plan / long range plan and was negative about craft programs. She told him after the workshop he was incorrect about the fact he asserted that the bookmobile would only go out to six events a year. Wallin also felt Jacob's arrival in June was an excuse for not having a strategic plan. He did listen when it came to the economic impact and perhaps that is what the Library should emphasize. David thinks it is a waste of time to try and convince someone who cannot be bothered.

There was a discussion about the Foundation agreeing to take the depreciation off the Mobile Library Enhancement. Library staff have agreed to consider a smaller bookmobile with less additional items. October 19 is the continuation of the Budget Workshop and the last chance to have the Enhancement included in the Preliminary Budget. Several advocates have discussed making public comments at the October 13, City Council meeting. Jacob mentioned speaking to Dr. Zorn, Superintendent of the Longview School District. He will write a letter expressing support for the Mobile Library Enhancement.

Linda visited with the Friends of the Rose Garden and she asked them, "what do they need?". They need to know where the irrigation system is set-up and information about the sprinkler system. Linda also asked about the parking lot lighting. Jacob explained that some was being assessed by Ameresco and he would reach out to the Risk Manager about staff parking lot lighting.

Erik met with Tina and had many of his Mobile Library Enhancement questions answered. He will advocate to Council. He attended the Strategic Plan Committee Meeting and the Story Walk Grand Opening.

9. Library Director's Report- Jacob Cole

a. Capital Improvement Interior Restoration

Jacob discussed how there should be money leftover from the roof restoration that could be used for the interior restoration if the grant for the HVAC project gets approved. There was a lively discussion about the asbestos floor

b. Mobile Library Enhancement

Spoke about the changes to the Mobile Library Enhancement and hopes to ask for a reconsideration at the October 19th Budget Workshop. He sent an Outreach Plan, spoke with many stakeholders, and reduced the price of the Enhancement by more than half.

c. Adult Services Librarian and Library Technician Recruitment

Jacob informed the Board that the three Librarians that were offered the position turned it down for personal reasons. The positions were posted for recruitment, and he hopes to interview applicants in the next two weeks. There was an explanation how staff are working more hours on the service desks. His time has gone from 3-5 hours a week to 12 hours a week on the desk.

d. Current Projects Progress Report

Jacob explained that the old Project READ area was cleaned and there were three truck loads of old materials and cubicle walls that were discarded. Patrons are using the newly available area and it looks much more visually appealing.

e. Fall for Art

Will take place on October 22 will recognize six Library staff. This fundraiser is apart of the ART Renaissance Team's efforts to bring Chihuly art to the Longview Library.

f. Drive Through

The drive through window was installed on Monday, October 10. Everyone is very happy that it has finally been installed. Staff are making adjustments such as having the curb painted, using a tray, and having signage created.

g. Call for Artists PSA

A Public Service Announcement went out calling for artists to submit concepts for the mural in the Children's area and examples of previous work. Several board members gave suggestions of people to reach out for submissions.

h. Visitor Count

Jacob gave an Excel spreadsheet showing visitor count before the expanded hour and what the first week has looked like,

10. Other Business- Code of Conduct Policy

Jacob explained why he felt the new policy was necessary. There is more guidance for staff and it is more specific about violations. He explained the procedure of trespassing an individual is to fill out a form and call the police if more than a month. When a patron comes back after a trespass they have to meet with Library staff, either the Circulation Specialist or Library

Director. They will review why the person was trespassed and what the Code of Conduct states, they will be asked to sign an acknowledgement that this was reviewed with them and if it occurs again they will be trespassed for an extended period of time.

Erik suggested a change to Category D, bullet point 2 – add physical contact. Under ADA accommodations change phone number and email address to generic so that staff can be contacted / alerted if Director is unavailable.

There was a motion by Paula and a second by David to adopt the amended policy. It was voted yes unanimously and there were no dissenting votes.

- a. **Next meeting, Monday, November 14th, 2022 at 4:00 PM.**

11. Executive Session (if necessary)

None.

12. Adjournment

The meeting adjourned at 5:58 PM