

# City of Longview Minutes Library Board of Trustees

Monday November 2, 2015

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, Mike Theriault, Linda Bagaason, Jerry Zimmerman, Judy Fuller, George Hext and Cathy Lowman.

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 \$18,497.40.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

Linda reported that Shay Day was very well attended. There were plaques given out to those who had contributed, the interpretive panels were unveiled and visitors were shown how the fencing around The Shay works.

8. **Librarian's Report**

a. **Board Replacement for 2016**

Chris shared that Mike Theriault has decided to end his term serving on the board; when it expires at the end of December 2015. He hopes to have a replacement for Mike in January 2016.

**b. Cowlitz County Partial County Rural Library District Meeting Report**

Chris reported on the recent meeting and stated that the request for a 2.2% increase was approved. He also stated that having active library users on their board is always helpful. Unfortunately, there are still many people in this area that do not realize that they are eligible for a library card. We would like to have a promotion specifically for this area; letting them know that they are eligible. Patrons in this area are eligible for all library services that are offered to Longview Public Library patrons except for the Outreach program.

**c. Leon Lowman's retirement letter and update on hiring**

Cathy had prepared a letter for Leon Lowman in appreciation for his years of service at Longview Public Library. This letter is from the Board and will go out once we have all the necessary signatures. This is something that had been done previously when a staff member retires; but has not been done in the past few years. Chris would like this to continue into the future for those who retire from the Longview Public Library.

Regarding Leon's replacement; Chris reported that there are a couple of outstanding applicants and that the background checks are currently being conducted. He hopes that the new hire can begin work on December 1<sup>st</sup> or 16<sup>th</sup>, 2015.

**d. NW Voices: November 10th @ 7PM featuring Courtney Shah and November 30th @ 7PM featuring David Tucker**

**e. Library Closures – Wednesday, November 11<sup>th</sup> for Veterans Day and Thursday and Friday, November 26<sup>th</sup> and 27<sup>th</sup> for Thanksgiving**

**f. Statistical Reports**

Chris shared the Statistics with all in attendance.

**9. Other Business**

- a. Chris reported that the Monster Mash was a huge success, with 400 to 500 in attendance. We were expecting about 100 people.
- b. Mike spoke on his time serving on the board and stated that the Shay project has been going on nearly the entire time he has served. Mike stated that it sounds as if the signs and sidewalks will be the next phase of this project. He then asked for an update on the R. A. Long bust and when it will arrive. The most recent information that we have is that it should be completed by the end of November.

- c. George reported that he had visited the Castle Rock library recently and was surprised at the size of the library and of the collection itself. He was curious if we could help them at all with items that are being withdrawn here or possibly duplicate items that are being donated here. He also asked if we could be affiliated with the Castle Rock Library at all. Chris indicated that it would have to be with some sort of reciprocal agreement, similar to what we have between Kelso and Longview.
  
- d. Our next meeting is scheduled for December 14, 2015.

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

None.

**11. Adjournment**

The meeting was adjourned at 4:31PM.