

City of Longview Minutes Library Board of Trustees

Monday November 7, 2016

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, George Hext, Sue Supola and Cathy Lowman. Guest Marquita Green was also in attendance.

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 \$34,672.38.

6. **Constituent Comments**

Our guest Marquita Green explained that she has applied to become a board member; beginning in 2017. She also wanted to attend to see what the board is currently working on as well as to introduce herself to those in attendance that she had not previously met.

7. **Chair and Board Member Reports**

Jerry shared that he thought the Foundation event on October 9th was excellent. This event had included readings from authors Molly Gloss and Bob Ericksen.

8. **Librarian's Report**

a. **Judy Fuller's Resignation**

Chris reported that Judy had given him her resignation from the board effective immediately on the date of our last board meeting. Based on this we will have a board of four persons until the end of this year. Chris has provided a letter of recommendation for Marquita Green to fill Judy's position. Jerry has agreed to remain on the board for another term of five years; as his current term ends at the end of 2016.

b. Building Study Update

Chris reported that the Request for Proposal (RFP) should be going out next week for a period of a few weeks. Chris is interested in someone who has experience with libraries as well as historic buildings. Jerry asked if we would be working with anyone local and Chris stated that the closest organization with the experience that we need is from Portland, Oregon.

c. Budget Update

Chris stated that there still does not appear to be any changes coming to the proposed budget. If the budget does get approved as it is written, we will be able to replace our security camera system in 2018. George asked about loss of material without cameras and/or with our limited cameras. Chris explained it has been awhile since we have suffered much loss. Occasionally a patron will accidentally leave some personal belonging(s) in the library and it goes missing. It will be helpful to have the option to review the images to see who and what has gone on and possibly who may have taken something.

d. Staffing Update

Chris reported that the open position for Library Technician closes today. Our HR department has received 283 applicants and they have forwarded 35 to Chris for his review. There could be a few more that will be sent over at the end of the day today. This position will be split into half time in Technical Services and the other half in Circulation. This person will also work the checkout desks as all other fulltime staff does. At this time the interviews are scheduled for November 29th and depending on who is hired and where they live, a January 3, 2017 is our guess on a start date.

e. Foundation Requests

There are four requests that Chris would like approved for the Foundation. The first is for \$350.00 for the new Highland's Book Club, this is for middle and high school students and takes place in the Highland's. The money will be used to purchase books, snacks and a pizza party.

The next request is for \$1,000.00 to purchase books for the Lower Columbia Genealogical Society. They always purchase \$1,000.00 in books for our collection and this is our way of providing matching funds.

The third request is for \$400.00 for our first purchase of travel materials in the name of Lyle Mack.

The last request is for \$500.00 which will allow us to purchase two Wi-Fi hotspots that we will be able to take out of the building to public events to allow us to provide library services while away from the building. This will include issuing library cards, checking out materials and instruction on digital devices and access the library's website.

Linda asked if the Highland's Community center has Wi-Fi and Chris indicated that he thought that they did.

At this time a **Motion was Made and Approved** for the four requests to be presented to The Foundation.

f. **November Closures on Friday 11/11, Thursday 11/24 and Friday 11/25**

Chris stated that we will be closed on the above mentioned dates for the holidays. Cathy also mentioned that we will be closing early on Wednesday, November 23rd at 6PM. Chris stated that historically when we have remained open until 8PM on that day, there are very few patrons in the building between 6-8PM.

g. **Statistical Report**

The September statistics were share with all in attendance. He brought to everyone's attention how the e-resources continue to grow.

9. **Other Business**

- a. Chris stated that at the Monster Mash this year, which is held on the Tuesday prior to Halloween, the estimates were 500 to 600 people in attendance. The entire lower floor was used this year and the event was a great success. Last year was the first year for this event and there were about 400 in attendance. It was very crowded because the auditorium was not used for the event and being the first year we had no idea how many would attend.
- b. George asked if we had received our first issue of Trade-a-Plane yet. Chris did not know if we had yet, but Donita has been made aware that it will be coming soon and that there will be a space for it in the magazine room.
- c. Our next regular meeting will be on December 5, 2016 at 4PM.

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

None.

11. **Adjournment**

The meeting was adjourned at 4:26PM.

