

City of Longview

Minutes

Library Board of Trustees

Monday November 18, 2013

4PM

Library Board Room

1. Call to Order

The meeting was called to order at 4:09 PM.

2. Roll Call

Present were Chris Skaugset, Linda Bagaason, Judy Fuller, Mike Theriault and Cathy Nordmark. Jerry Zimmerman and Virginia Cowden were excused.

3. Approval of Agenda

Agenda was approved as delivered.

4. Approval of Minutes

Minutes were approved as presented.

5. Approval of Claims

Claims were approved as presented.

6. Constituent Comments

There were no constituents present.

7. Chair and Board Member Reports

Judy Fuller mentioned that on an annual basis there has been a gathering of the Library Board members as well as the Foundation Board members and that she would be happy to host this function, perhaps in January of 2014. A tentative date for this would be January 24th from 5-7PM. Judy would provide wine and coffee and members can bring a snack and/or sweet to share.

8. Librarian's Report

a. Strategic Planning

Chris reported that there were 28 present at the second Strategic Planning meeting, which is only a few less people than attended the first meeting and that there were a few people at the second meeting who were unable to attend the first meeting.

The second meeting consisted of a recap of the first meeting as well as what the staff analysis of the four options was. All groups had chosen the "Connect to the On-line World" as their number one option/direction for the library; however it was also important to all, that literacy should not suffer due to the emphasis on technology. Linda Bagaason commented that she felt we had great participants and that they had done an excellent job.

Chris then explained that he would first need approval from the Board to move forward on the request that came from the Strategic Planning Committee. From there the library staff will come up with a plan of action to implement the emphasis on technology and from there it will come back to the Board, the City of Longview, the Foundation and the Friends for final approval. There will be both short and long term projects. A motion was made and approved to accept and act on the Strategic Planning Committee recommendation regarding the emphasis on technology but to not lose sight of literacy. Currently there is discussion of perhaps turning the magazine room into a computer lab and another option is a mobile computer lab.

b. Food for Fines

Chris requested the food for fines program for the week of December 9-14, 2013. For each item donated it will remove .50 cents off of their fines. A motion was made and approved authorizing this program for this one week during December 2013.

c. Exclusion Policy

Chris had shared some policy suggestions from other libraries at a previous meeting regarding a code of conduct, guidelines for excluding individuals from the Library as well as length of exclusion, depending on the infraction. Most of the information was from the Seattle Public Library and Chris reiterated that we do not have many problems here, but on occasion we do and it will be helpful for staff needing direction on how to respond to a patron and setting consistent limits by having a policy in place.

At this time there was discussion covering many topics including; a bomb threat and a penalty of 90 days, Mike felt that was not enough of a penalty. Judy asked about the weapons ruling in the Library and Mike asked about carrying a knife in the library. Should someone have a weapon showing, staff should be alerted and staff will address the patron. Regarding any serious situations, the City Attorney will be involved with our policy so that there will be no liability to the Longview Public Library. Linda asked if the guidelines from the Seattle Public Library are the same as City Hall and Chris stated they are very similar.

Chris stated that when we implement these rules there will be a two part form that will be given to the patron at the time of exclusion so that the patron will have a copy and we will as well for our records.

Additional subjects that were discussed were public displays of affection which include making out as well as intercourse at the library. Another issue has been children being dropped off unattended at the library. Mike then mentioned service dogs; some folks state that their Chihuahua is a service dog. Other issues associated with dogs are people being allergic, a fear of dogs, messes they can make, fleas as well as whether they are vaccinated.

There was mention of a patron who puts their feet on the furniture. Chris states that this would be less of a priority however if it was disruptive in some way then yes it would be addressed.

There was then discussion on food and beverages in the library. Currently beverages are allowed with a lid, dry crackers and cookies are allowed as well. Items such as burgers and fries are not/would not be allowed.

If someone was to break into the library or to deface the property it was suggested that they be banned from the library for life.

A motion was made and approved to accept the rules and guidelines as presented with the understanding that Chris would bring back the final/updated Length of Exclusion Guidelines.

d. New Library Website

Chris shared that there is a new library website that he suggests everyone familiarize themselves with it and report back to the group. Mike stated that he has and really likes it. Initially he had difficulty finding "your account", but is fine with it now and he says it is really easy to locate new books and DVD's.

e. Library Closure

The library will be closed November 28-29, 2013 for the Thanksgiving Holiday.

f. Statistical Report

Chris reported that e-books and audio books the demand is growing and there is hope that the Foundation will continue to purchase more of these. On-line databases that are most frequently accessed are Consumer Reports and the Auto Repair Center.

9. Other Business

- a. The next meeting is scheduled for December 2, 2013 at 4PM. Chris mentioned that he does not feel there will be enough time to make any progress on the Strategic Planning Committee suggestion by that time and thought perhaps the next meeting could wait until January 2014. He also mentioned that the meeting in January is when the Chairperson will change based on a rotation basis. It was agreed on that the next Board meeting will be held on January 6, 2014 at 4PM. Chris will confirm this with all board members by e-mail as well as by US Mail.

10. Executive Session (if necessary)

No Executive Session.

11. Adjournment

The meeting was adjourned at 5:25PM.