

City of Longview Minutes Library Board of Trustees

Monday December 1, 2014

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, Linda Bagaason, Judy Fuller, Mike Theriault, Jerry Zimmerman, Doris Disbrow and Jeff Wilson from the Shay Restoration Group 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 \$17,025.41.

6. **Constituent Comments**

The constituents will speak during the Librarian's Report regarding the Shay Interpretive Panels.

7. **Chair and Board Member Reports**

Linda reported that while attending the Foundation meeting, she was told that they would like one of the trustees to start attending the Foundation meetings on a regular basis. It was decided that both Judy and Jerry will attend; between them they will be allowed one vote. Judy requested that she receive an agenda for the all upcoming Foundation meetings.

8. **Librarian's Report**

a. **Shay Interpretive Panels**

Doris Disbrow and Jeff Wilson presented the two options for the interpretive panels, one has the option of color and is made of flat porcelain enamel and the other is no color option and is made of Novalloy which is anodized

aluminum. Everyone received information sheets explaining the possible location of the interpretive panels, the style and materials. There was a sample tile of each that was passed around the group also.

Doris shared that she would like to leave the meeting today with a recommendation from the Library Board on which material they would prefer. There was discussion and the decision from the board was that they liked the flat porcelain enamel panel. With the option of adding color, the board members agreed that they would be more inviting to all ages, especially children.

It was also mentioned that the plan for fencing had changed and that it will be a style that can be folded back for optimum photo opportunities.

At this time both Doris Disbrow and Jeff Wilson excused themselves from the meeting.

b. Smoking on Library grounds

Chris has received complaints on people smoking outside the solar entry and had asked the city attorney if we are able to consider that area to be part of the park; which no smoking is allowed in city parks. The city attorney said that area is considered to be part of the park. There was continued discussion on this subject and it was decided that we would like to have more signs for that actual area that state; no smoking as well as possibly a no smoking sign referring to the ordinance as well as the amount of the fine for not complying. People will be able to smoke in the parking lot and on the city sidewalks.

It was suggested that we have signage in the library when this goes into effect and possibly book marks as reminders that there is no smoking allowed on the library grounds. There was a Motion Made and Approved to move or remove the benches right outside the solar entry area. We may do this in phases, starting with additional signs and removal of the bucket that people throw their cigarette butts into. Mike asked to be notified when each part of this change goes into effect as he would like to monitor how things are being received by the smokers as well as the non-smokers.

c. Modification of fine policy in regards to Children

Chris reported that he has been looking into a possible change in policy regarding fines on children's cards. We are trying to encourage children to use the library; yet often time's fines will discourage usage. This would pertain to only children's items, not adults using a child's card to check out, due to the fact that perhaps the adult has fines on their own card. There was discussion on what age for the children, possibly 17 and under or 13 and

under. Both Judy and Jerry mentioned that they do want children to be responsible for the library materials that they do use and/or check-out. Chris indicated that he would not be opposed to fines no longer being collected and rather focus on lost items. Another suggestion that Mike had was to possibly have more amnesty days during the year, for patrons to return lost items with no fines. Chris agreed that this would be a good idea, although they would need to be at random times. If it was a set day each month or quarter, patrons may hold onto items longer than necessary, waiting for that next amnesty day. Chris also shared that Fort Vancouver sends a bill to patrons after an item is 30 days late. It was suggested that we adopt a policy and that Lisa will monitor the process for a period of six months. A motion was made and approved to come up with a policy for a trial period.

d. Board Appointments

Chris reported that Linda Bagaason will continue to serve on the board for another term and we will have a new member on the Board starting in January his name is Deward Hext.

e. NW Voices – Wednesday, December 3rd at 3PM

The next Northwest Voices event will be this Wednesday at 3PM in the magazine room. This will feature local author Kris Kibbee.

f. Library Closure

The library will be closed on December 25th for Christmas Day and January 1st for New Year's Day. The library will closed at 5PM on Wednesday, December 24th for Christmas Eve and at 6PM on Wednesday December 31st for New Year's Eve.

g. Statistical Reports

Chris shared the Statistics with all in attendance.

9. Other Business

- a. Our next meeting is scheduled for January 5, 2015 at 4PM.
- b. Librarian Jan Hanson will be retiring at the end of January 2015.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 5:20PM.