

City of Longview

Minutes

Library Board of Trustees

Monday December 5, 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 with two additions from Chris Skaugset.

4. **Approval of Minutes**

Minutes were approved as written.

5. **Approval of Claims**

Claims were approved as presented in the amount of \$16,065.38.

6. **Constituent Comments**

There were no constituents present.

7. **Chair and Board Member Reports**

There were no reports.

8. **Librarian's Report**

a. **Library Board**

Chris reported that Marquita Green will be fulfilling Judy Fuller's last year of her term as a library board member as well as an additional five years term. This will be approved at an upcoming City Council meeting. Jerry has agreed to serve on the board for another term of five years; this will also be approved at the same City Council meeting. Chris then asked Jerry if he was willing to remain the Chairman for one more year due to his experience on the board. Jerry agreed to continue as the Chairman for 2017.

b. Squirrel Statue

Bill Kasch brought to Chris' attention that although there is a lot of information about the Squirrel Statue, there is nothing that indicates who actually did the carving. Bill was hoping to have a name plate placed on or near the statue that would give credit to the artist. Chris asked the board for permission to do this. The Board approved this and Linda commented that she thought it was a great idea.

c. Building Study Update

Chris reported that the Request for Proposal (RFP) went out last Tuesday for a period of two to three weeks. He reported that there seems to be quite a bit of interest. Once they are all received Chris, Craig Bozarth and a third person from our IT Department will review the proposals.

d. Staffing Update

Chris is waiting for approval from HR on the offer letter for the applicant that was chosen for the Library Technician position. He reported that they had interviewed six people and that one is a current library employee. We expect that the new person may start the first of the year or possibly in the middle of December.

e. Food for Fines, December 12-23, 2016

Chris reported that he is requesting approval to offering the Food for Fines program from December 12-23, 2016 from the board. Due to the fact that we are currently only charging fines on late high demand DVD's as well as lost or damaged this may be the last time that we are offering this program. **A Motion was Made and Approved** to offer the Food for Fines program for the dates mentioned.

f. NW Voices – Lilly Robbins Brock, 12/5 at 7PM

There will be a reading tonight from local author Lilly Robbins Brock. This is a story from a World War II Vet that she collaborated with. This will take place at 7PM tonight in our magazine room.

g. Holiday Closures: December 24, 26 and January 2

Chris stated that we will be closed on the above mentioned dates for the holidays.

h. Statistical Report

The October statistics were share with all in attendance. Chris reported that the report does show a decrease in borrowers, a large portion of those are old records that have been inactive for years. We are in the process of deleting the old inactive records as this has not been done in years.

9. Other Business

- a. Our next regular meeting will be held on January 9, 2017 at 4PM.

10. Executive Session (if necessary)

None.

11. Adjournment

The meeting was adjourned at 4:14PM.