

# City of Longview Minutes Library Board of Trustees

Monday December 14, 2015

4PM

Library Board Room

**1. Call to Order**

The meeting was called to order at 4:02 PM.

**2. Roll Call**

Present were Chris Skaugset, Mike Theriault, Linda Bagaason, Jerry Zimmerman,, George Hext, Assistant City Manager Kurt Sacha and Cathy Lowman. Judy Fuller was not 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 \$13,628.13.

**6. Constituent Comments**

There were no constituents present.

**7. Chair and Board Member Reports**

Linda reported that she has heard positive things about the recent move of the R. A. Long bust to the Longview Public Library grounds. It will receive much more exposure in its new location.

**8. Librarian's Report**

**a. Board Replacement for 2016**

Chris shared that this is Mike Theriault's last meeting as a member of the board. Our new board member is Susan Supola. She is involved Project Read and is a member of the Friends.

**b. Meeting with City Manager and Asst. City Manager**

Chris reported that he will be meeting with Dave Campbell and Kurt Sacha tomorrow to go over some things that will be happening in 2016. Some of the topics include Capital Improvements and the library study that is in the budget for 2016. He would like to provide a library survey to the public as well as replace our microfilm reader. Other topics for discussion are library fines and how we collect on them, possibly eliminating fines and going through a collection agency that works with libraries where the priority is having the lost material returned to us. He plans to also discuss the reciprocal borrowing agreement that has been going on with Kelso and to discuss a plan to celebrate the Longview Public Library's 90th birthday in 2016.

**c. Outreach Services Policy**

Chris reported that there has never been a policy for our Outreach program and felt that having one was important. He gave a copy of the policy to the board members for review. Chris stated that beginning in 2016 we will have volunteers assisting in delivery and pick-up of items. He reported that we currently serve about 70-75 patrons with this program. George stated that he was not aware that this service was available and wondered if it could be advertised. Chris stated that we are currently at capacity as far as how many we are able to serve with our current staff.

Linda asked if our vehicle was clearly marked and Chris reported that the new vehicle does it is clearly marked with Library on the side.

Mike asked if staff is ever asked to do anything other than deliver and retrieve items. Chris indicated that our staff is well trained and knows where to draw the line.

A Motion was Made to Accept the Policy as Written. The Motion was Approved and Accepted as written.

**d. Update on new staff member**

Chris shared that our new staff member will begin work here on January 4<sup>th</sup>, 2016. Her name is Sam Ryan and she will be working primarily in Youth Services with Jennifer and Becky.

Chris also mentioned that he believes that there will be another opening at the end of January due to a staff member retiring; although the staff member has not made her retirement official yet.

e. **Recap of last week's events**

Chris reported that there were approximately 100 people in attendance for the Snow Ball, which was very manageable in comparison to the 400-500 that were in attendance for the Monster Mash. The senior concert was rescheduled from December 10<sup>th</sup> to December 17<sup>th</sup> due to the weather and the schools being closed. This will take place in the reading room on the main floor.

f. **Library Closures: Friday, December 25<sup>th</sup> and Saturday, December 26<sup>th</sup> for Christmas and Friday January 1, 2016 for New Year's. We will be closing at 4PM on Christmas Eve as well.**

g. **Statistical Report**

Chris shared the Statistics with all in attendance. There was a comment on what consisted of "regular borrower", on the report and Chris stated that he will be removing the word regular from the upcoming Statistical report.

9. **Other Business**

- a. Linda reported that she recently heard from a Kelso reciprocal borrower how much they appreciated this program and was very positive about this opportunity.
- b. Mike had a few questions regarding the Kelso library as to whether it has a Board, a Foundation and Friends. Chris reported that they do have a Board and a Friends group; however they do not have a Foundation.
- c. George asked what the possibility would be of a sign at the Kelso library indicating the availability of getting a reciprocal card at the Longview Library. Chris said that he would talk with Cindy about this.
- d. Mike asked when the new person would be introduced to the board. Chris reported that her first day is the same as our next board meeting so perhaps that day, although it may be the following month depending on her schedule.
- e. Linda indicated that there will be an upcoming meet and greet between the Foundation and the Board and that each person would be asked to bring a snack or a bottle of wine just as in previous years.
- f. Our next meeting is scheduled for January 4, 2016.

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

None.

**11. Adjournment**

The meeting was adjourned at 4:31PM.