

City of Longview

Minutes

Library Board of Trustees

Monday May 5, 2014

4PM

Library Board Room

1. Call to Order

The meeting was called to order at 4:05 PM.

2. Roll Call

Present were, Linda Bagaason, Judy Fuller, Mike Theriault, Jerry Zimmerman, Virginia Cowden and Library Director Chris Skaugset.

3. Approval of Agenda

Agenda was approved as delivered.

4. Approval of Minutes

Minutes were approved with one correction from the March 24, 2014 meeting.

5. Approval of Claims

Claims were approved as presented in the amount of \$28,753.60.

6. Constituent Comments

There were no constituents present.

7. Chair and Board Member Reports

Linda reported on the last Foundation Development Committee meeting. The Committee decided that they would do a Thank You event for past donors in the fall, mostly likely in October. They would like to have local author Robert Michael Pyle come and do a presentation/reading. The Foundation Board members would donate wine and hors d'oeuvres. She was hoping that the Board would be willing to help as well. The Board agreed that they should take part and assist the Foundation Board. The Board did think that it would be important that all Foundation Board Members and Trustees have name badges.

There were no other Board Member Reports.

8. Librarian's Report

a. Library Design Institute

Chris reported that he had signed up to attend *Library Journal's* Library Design Institute which brings together librarians, architects, and vendors around the idea of building new libraries and remodeling old ones. He had signed up when he found out about it, but later was told that the library was in the running to be the topic of a breakout exercise at the event. The library was one of six libraries chosen to be highlighted. He had been working with OPN Architects out of Cedar Rapids, Iowa who had told him that Longview was their first choice. They have had previous experience helping Carnegie libraries remodel. He had sent floor plans and numerous photographs of the library to them so that they could create a brief presentation and to design the exercise. Chris thought that his would be a great place to start the process of creating a plan to modernize the library for the Twenty-First Century. The Board approved of Chris attending and was excited by the possibilities.

b. Reciprocal Borrowing Agreement with Kelso

Chris indicated that he and Cindy Donaldson, Kelso's Library Manager, had met and had discussed the potential of a reciprocal borrowing agreement pilot project that would allow patrons from each library to get a library card at the other library at no charge. She had mentioned the idea to the Kelso Library Board and they were supportive of the idea. He would prepare a draft, run it by the City Attorney and then bring it back to the Board for their approval. Once both Boards approved it, the pilot project would be taken to both City Councils for their ultimate approval. Chris is hoping to start the pilot project in September. The Board approved Chris' request to pursue a reciprocal borrowing agreement with Kelso basing the agreement on the one between Mount Vernon City Library and Burlington Public Library.

c. Project Read 2013 Update

Chris presented a brief report from Project Read for the last year that included 12 learners gaining U.S. Citizenship, 3 getting their GEDs, 1 getting their high school diploma, 1 getting her CNA, 1 passing her phlebotomist test, 1 passing her truck driver test, 7 getting promoted or gaining full-time employment, and 25 were either enrolled in an educational program or had moved up in their current program.

d. 2014 Tax-Aide Update

Chris reported that he had received preliminary numbers from Byron Held from Tax-Aide for this year. Tax-Aide has partnered with the library for a number of years to have free tax help provided to the public. In 2014 there were 444 returns filed from the library which was a 2% increase and Tax-Aide had a 5% increase over all.

e. Statistical Report

Chris presented the statistical report for the month of March.

f. NW Voices – Joshua Howe

Chris gave the Board copies of the flyer for the next Northwest Voices event that will be held on Thursday, May 29th and will feature environmental historian and Reed College professor, Joshua Howe. This is also part of LCC's Salal Festival which takes place the next day. There will be an after-hours reading at the Library that will take place at 7 p.m. in the Auditorium.

9. Other Business

- a. The next meeting is scheduled for June 2nd at 4 p.m.

10. Executive Session (if necessary)

The Board discussed its attendance policy and Board personnel issues.

11. Adjournment

The meeting was adjourned at 4:50 p.m.