

City of Longview

Minutes

Library Board of Trustees

Monday December 4, 2017

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, Sue Supola, Marquita Green and Cathy Lowman. Linda Bagaason was excused.

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 \$9,342.58.

6. **Surplus Materials**

Withdrawn items were approved as surplus.

7. **Constituent Comments**

There were no constituents present.

8. **Chair and Board Member Reports**

There were no reports.

9. **Librarian's Report**

a. **Library Study Update**

Chris provided everyone the preliminary outlines for the three floors of the library from the architects. He, Elizabeth and Jennifer have not met with Hacker for any further discussion on the plans. There are corrections to the plans for instance that there is only one staff restroom in the current plan. There also is a large area on the mezzanine that states Law Library; and what we may have available to the public is a law library terminal. We are hoping to schedule a second public meeting for early January.

Marquita asked if there was a timeline for this entire process and Chris stated that it is too early to know yet. Chris also shared some possibilities for our parking and how they could create more spaces.

It was asked if the library has control of the library and the grounds. Chris indicated that the library grounds are cared for by the Parks Department but the library does have control of both.

b. Board Bylaw Change re: Videoconferencing

Chris introduced a proposed update to the bylaws. There is a copy attached to the minutes. This would allow trustees to participate by teleconference or videoconference if they are unable to attend in person. This would include purposes of constituting a quorum and for the purpose of voting on any motion at said meeting. **A Motion was Made and Approved** to adopt this option.

c. WLA Report

Chris had written up a report covering his recent attendance at the WLA conference in Tacoma, WA. There were a total of four staff members who attended the conference. Chris felt that it was a good conference. It was asked if there was anything on censorship. Chris said that there may have been but it was not in any of the sessions that he attended.

d. New Board Member

Chris stated that the new board member that was appointed by Council is someone that he does not know. His name is Shawn Green and he is employed by ServPro in their marketing division. There was then discussion on the upcoming election for our Chairman and Vice Chair. Chris asked if Jerry was willing to continue as Chair and that perhaps Sue or Marquita could serve as vice chair. Jerry was willing to continue for another year and it was undecided as to who would become vice chair. An election will be held at our next board meeting.

e. Food for Fines

Chris said that he would like to offer this program for one week this year, December 11-16th. We only allow patrons to participate in this program for late fines, not lost or damaged. They are given credit of fifty cents per non-perishable item that they donate. **A Motion was Made and Approved** to offer Food for Fines for the one week period.

f. Library Closures, December 25, 2017 and January 1, 2018

The library will be closed to observe Christmas Day and New Year's Day.

g. Statistical Report

Chris shared the statistical reports for October. There were comments made on the increase of programs that are offered as well as the increase in attendance.

10. Other Business

- a. Our next meeting will be on January 8, 2018 at 4PM.
- b. Chris shared that both the Senior Concert as well as the Snow Ball will be held here on Tuesday, December 12th.

11. Executive Session (if necessary)

None.

12. Adjournment

The meeting was adjourned at 4:48PM.