

October 25, 2021

To: Board of Trustees of Longview Library
From: Chris Skaugset, Library Director
Subject: Board Meeting – November 1, 2021 at 4:00 p.m. via Zoom and in person in the Longview City Council Chambers

All members of the public are encouraged to listen in to the meeting and participate via a moderator. For information about Zoom accessibility, please contact the Library Director's Office at 360-442-5309.

Chris Skaugset is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/3225579700?pwd=L1ZEbDdNWjZ5eWM3T0dyN29NdINuUT09>

Meeting ID: 322 557 9700

Passcode: Xt#pa6

One tap mobile

+12532158782,,3225579700#,,,,*566826# US (Tacoma)

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Meeting ID: 322 557 9700

Passcode: 566826

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AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of September 13, 2021 Board Meeting Minutes**
Action: Approve/Amend minutes
5. **Approval of Claims – Action Item**
Action: Approve/Disapprove Claims
6. **Surplus Materials – Action Item**
Action: Approve/Disapprove Surplus Materials
7. **Constituent Comments – Limited to 3 minutes**
8. **Chair and Board Reports**
 - a. Board ByLaws
9. **Librarian’s Report**
 - a. Internet Use Policy – Action item
 - b. Educator Library Card – Action item
 - c. Hours Update
 - d. Mobile Library Update
 - e. Art Loan
 - f. Foundation Request
 - g. Statistical Report
10. **Other Business**
 - a. Next Meeting, December 6, 2021 at 4:00 p.m.
11. **Executive Session (if necessary)**
12. **Adjournment**

Enclosures

City of Longview Minutes Library Board of Trustees Meeting

Monday, September 13th, 2020

4PM

HYBRID

1. **Call to Order**

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

2. **Roll Call**

Present were Board members Jennifer Merry, Tina Smith, Dave Knoyle, Shawn Green, Library Director Chris Skaugset, Administrative Assistant Austin Brigden, Youth Services Librarian Becky Standal, Mayor MaryAlice Wallis, and Council Liaison Hillary Strobel.

The meeting was a hybrid, conducted via Zoom and live from City Hall.

3. **Approval of Agenda**

Agenda approved as presented.

4. **Approval of Minutes**

Tina pointed out that Mayor MaryAlice Wallis and City Manager Kurt Sacha were left off roll call. She also pointed out a missing word. Minutes approved as corrected.

5. **Approval of Claims**

Dave asked how the numbers compared to previous years and Chris said that they were consistent. Jen asked if it was possible to get a breakdown and comparison of spending categories. Chris said he could provide a copy of the monthly expenditure reports. Shawn pointed out for the new members that usually claims come monthly, so the claims will be much smaller from now on. Jen asked for clarification on items marked, "Foundation." Chris explained that the City pays and then Foundation or Friends write a check to the City to reimburse. Claims for February 2020- August 2021 were approved as presented.

6. **Surplus Materials**

Surplus materials approved as presented.

- **Constituent Comments**

7. Chair and Board Member Reports

Jen informed the Board that she had attended a fundraiser for the Chihuly project in Kalama. She mentioned meeting the Chair of the Longview Library Foundation Board, Jane Ditewig. Dave added that he had reached out to the Foundation and heard back about their meeting in November, which he planned to attend.

Retha Porter, Chair of the Art Renaissance Committee was going to speak but had some technical difficulties. Jen brought up the recent library tours that the Board had been on. Shawn asked how many people were employed at the library. Chris said 18, including 3 vacant positions. Shawn mentioned that he and MaryAlice had stood outside the doors chatting after their tour. He said they had to tell eight people the library was closed, some of which were upset and one of which mentioned his tax dollars. He expressed the opinion that with current staff, the library should be able to be open more. Chris said that we would be expanding hours, including Friday, on October 1st. Chris also mentioned that staffing has improved with the hiring of part-timers, who spend a large share of time on desk, whereas other staff have more non-desk duties.

Shawn inquired about how the grant writing process was going. Chris turned it over to Austin, who spoke about the recently submitted grant to the Community Foundation of SW Washington. That grant included new books for the Small Business and Education and Jobs Information Center collections, subscriptions to one on one help for jobseekers and veterans, as well as money to promote these and other services. He mentioned some large grants being explored for the replacement of the HVAC system. The most notable was the Library Capital Improvement Program, which matches fifty percent up to two million dollars. Austin also mentioned other state grants that will reopen in 2022, including grants centered on energy savings. He said he would be working with Kris Swanson and the Finance Dept. to explore those opportunities.

Retha Porter was able to rejoin and speak about her work with the Art Renaissance Team, raising money to bring a blown glass installation to the library from renowned Washington artist, Dale Chihuly. She mentioned that Chihuly had designed a chandelier for the main reading room with this community and building specifically in mind. She said there would also be a collection of smaller pieces from throughout his career in the front reading rooms. The chandelier would be able to be seen from throughout the main floor and even outside. The chandelier would be lit at night. Dave asked for the dimensions and Retha said she would send those. She mentioned that her group was focusing on the funds for the chandelier first. Hillary asked if the City would have to carry extra

insurance. Retha said the group would raise the funds and gift the piece to the City, but that they would need to talk to the City's insurer and Chihuly studios. Retha mentioned that the chandelier would be \$300,000. She emphasized that Chihuly's work is all over the world and that he changed the course of blown glass as a medium. She mentioned the interest of the Century Club and her group's recent presence at Squirrelfest and the Highlander festival. She also informed the Board that she had presented to the staff and was looking into a display at the library.

Jen mentioned the excitement around the bookmobile and that she is looking forward to updates. Becky let the Board know that a public forum would be held October 5th at 5:30pm. The details would be hashed out at a September 15th meeting of the Bookmobile Steering Committee, but it would likely include a short presentation and prompts for the public to respond to.

8. Librarian's Report

a. COVID-19 Update

The main update was that staff are once again all wearing masks in the building, per the mask mandate. Chris reiterated that hours on Friday and Saturday would expand on October 1st. He mentioned that Austin had been working with the Engineering Division at Public Works, and had sent out a more formal request for quotes on the Drive-Thru window. Chris expressed hope that it would be installed before really cold, wet weather.

b. Building Update

Chris informed the Board that Engineering is currently revising the scope of work and contracts with Garland, then the project would go through the bid process and then to City Council to award the contract. Kurt Sacha had inquired if the construction could begin before inclement weather and the contractors were hopeful. Dave asked about cost estimate and Shawn told him that it was \$900,000.

c. Policy Manual

Chris told the Board that every few years they traditionally review the policy manual, and that it was time for that again. He said they would be going through the existing policies and also considering some new ones staff are currently drafting.

1. Internet Policy- Action Item

Chris introduced a new version of the internet use policy, based on that of Fort Vancouver Regional Libraries. He said there was some confusion, because the current version was drafted when the library was in the process of getting filtering on public access computers. He said IT couldn't get it to work and ultimately gave up. He said

that he took responsibility for leaving the mention of filtered internet in the current policy, clarifying that the library had never claimed CIPA status to apply for anything.

Jen asked whether the current Board meeting counted as the required public hearing. Chris said he believed it did. Shawn asked if it was up on the website and how the website was coming. Chris expressed that the current format was what had always been done for policy changes. Jen asked if the meeting notice goes in the paper. Chris said that it doesn't but that it could. Jen asked if the policy before them was a draft or final. Chris said it was intended as final and that he was hoping to get it passed in order to pursue ARPA funding. It was expressed that word about Board meetings needed to be put out more effectively. Shawn suggested that the topic be revisited and that notice be posted on the library website, the City website, and social media.

Jen asked if the internet use policy was on the Library website. Chris responded that if it was on there, it would be the old one. Tina asked if the document Chris presented was the entire policy and Chris said yes. Shawn asked about the part that addressed adults requesting access to unfiltered internet. Chris replied that they could request it for research purposes, and pointed out that the law is aimed toward children. Jen asked if the software is currently installed and Chris said that he wanted a policy in place first. Shawn asked how quickly it could be implemented when approved and Chris said very quickly.

Hillary asked if the issue should be dealt with in the same manner as City Council public hearings and Chris responded that policy changes have always been action items in the librarian's report, suggesting that doing a public hearing might require a change in bylaws. Jen expressed that a public hearing didn't seem necessary, provided adequate notice was given. She also asked that the Library Board agendas be listed on the City website, saying the existing setup was inadequate. The Board agreed that they should have equal exposure as other departments. Hillary emphasized that procedure aside, the importance of this policy change, involving as it does child safety, required going above and beyond in terms of notice. The Board all agreed that the issue was important enough to merit further examination and public input.

d. **Hiring Update**

Chris informed the Board that there had been no changes to the status of open positions, but that the three new part-time staff had proven so far to be great hires. He let the Board know that he had sent out a position report on the various positions and some of their duties. Tina asked about the position that closed on August 1, and Chris replied that he had been struggling to get ahold of HR director Chris Smith, but would keep on it.

e. **Retention Strategy Update**

1. Employee Handbook

Chris let the Board know that a draft employee handbook had been discussed at a recent leadership meeting. He said it's a good starting point, and would continue being improved until he brings a copy for the next meeting.

f. **Cowlitz Tribal Health Walk**

Chris announced that he would be participating in the Cowlitz Tribal Health Walk, with information about the library.

g. **Statistics**

Chris informed the Board that physical circulation continues to rise. Jen asked about whether the Longview Room would be moving. Chris replied that staff were cleaning up the room where it will go, and that one major obstacle is the lack of electrical outlets. Chris said that it would move eventually. Shawn asked him to be more specific, and he said that locking cases are also needed, as the priceless documents will be more easily accessible to the public. He also mentioned supplies that need to be moved. Shawn asked if an electrician had looked at the situation. Chris said no, but that he would report back on it next month. Dave mentioned that he would love to see a project plan. Shawn pointed out that Chris had sent Board materials a week earlier than usual and asked him to continue. Chris said he would. The Board expressed support for having the Longview Room be more accessible.

Tina mentioned that she is the Board liaison to the Steering Committee for the Bookmobile. She asked Chris how the bookmobile would affect the library budget. Chris said that the bookmobile would likely be handled the same way as our current city vehicle, including a depreciation plan. Becky added that at the first Bookmobile meeting, Administrative Services Director Kris Swanson had encouraged to group to think about ongoing costs so the library could be ready to submit a budget enhancement.

Jen pointed out that it will be time to talk about the next budget soon. Chris said that the City usually begins in April or May of the second year.

9. **Other Business**

Jen mentioned the report to City Council that Becky had prepared and Chris had delivered. She encouraged continuing to update Council. Shawn asked about the restoration timeline, and Chris answered that it was as soon as possible, pending contracts and City Council approval. Jen reminded everyone that word needed to get out about the internet policy, and that Council would likely want to know about it too. It was decided that Tina would attend the next Council meeting. Jen encouraged getting the word out about the Bookmobile Forum, and reminded everyone to think of candidates for the empty Board position.

a. **Next meeting, Monday, October 4th.**

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

None.

11. Adjournment

The meeting adjourned at 5:14pm

Internet Use Policy

As part of our mission, The Longview Public Library provides access to the Internet for our patrons through library computers as well as wireless access through patron-owned devices.

The Library encourages library users to be responsible and considerate citizens in their use of the Internet in this public setting. Use of these resources is made possible through facilities and technology purchased with City of Longview public funds.

Recognizing the Internet's vast resources and capability to enhance communication, the library considers public access to computer technologies an integral part of our mission. However, the Library cannot be held responsible for its content. The Library recognizes, however, that it has a responsibility to set policies and guidelines to encourage the public's responsible and appropriate use of this resource within the Library's building, particularly in respect to children.

In compliance with the Children's Internet Protection Act (CIPA), The Library uses filtering software to block sexually explicit images. Adults may request unfiltered access in accordance with CIPA.

The Library does not have the ability to select, monitor or control the content of the enormous number of Internet sites available. Some resources and destinations may contain material that some patrons will find offensive, and sites that are inappropriate for children—certainly, there are sites that are inappropriate for use or viewing in a public setting. If users are found viewing sites that are illegal or inappropriate in a public setting, they will be asked to stop immediately. Repeated violations may lead to suspension of Internet service. Also, some sites may contain invalid or inaccurate information so users need to be sure of the sources of information they are using.

The following behaviors are prohibited while accessing the library's Internet:

1. Viewing sexually explicit images.
2. Engaging in threatening or harassing behavior.
3. Interfering with others' use of computers or electronic devices.
4. Accessing, disseminating, downloading, viewing, streaming or printing information in violation of copyright laws.
5. Engaging in or attempting to engage in any activity that would be a violation of any federal, state or local criminal statute or ordinance.
6. Destroying, damaging, or defacing library facilities, materials, equipment or software, or using them in a manner to bypass security, cause injury, or interrupt services.

Disclaimer: The Internet is a decentralized, unmoderated global network; the Library has no control over the content found there and is not responsible for the availability and accuracy of information. Commercial or personal use of the Internet, such as credit

card purchases, stock trades, bank transactions, filing tax documents or using remote personal or business systems are at the user's own risk. The Library's public network environment is open to all users, thus there is a possibility of interception of information or illegal access by malicious users or software. The Library assumes no responsibility for damage or theft, which occurs while using the library's Internet connection, through either library equipment or a personal device.

Educator Card Proposal

An Educator Card would be available to any preschool – high school teacher who teaches in the Longview School District or at a preschool, daycare, or school inside the Longview Public Library service area.

The intention of an Educator Card is to provide educators with:

- materials for professional development
- materials for student use in the classroom
- an understanding of library service that they can then promote to the children they teach

The library's most successful outreach to families and children is through the schools. We see this dramatically when we are able to promote the summer reading program through school visits. Teachers who have full access to the same library services their students have access to are able to share these resources with their students and teach them that the public library is a valuable resource for them during the school year, during school breaks, and for the rest of their lives.

In October 2020, the student ecard program gave every student in the Longview School District access to the LPL's digital offerings with their student ID number. Some teachers use the students' ecards in the classroom, teaching students how to access library books and how to do research on library databases. However, many teachers live outside of our library service area and therefore don't, themselves, have this access. Their students are put at a disadvantage from those with teachers who do have library access. Offering an Educator Card would mitigate this problem, and offer universal access to the LPL's resources to local students.

Kenjiro Nomura, American Modernist: An Issei Artist's Journey



This is the first solo exhibition of the work of Kenjiro Nomura (1896-1956) since the posthumous tribute at the Seattle Art Museum in 1960.

The exhibition will fill two of our main galleries. The largest Center Gallery will feature Nomura's works from the teens through the 1950's. This will provide an overview of the artist's stylistic and professional growth.

Display cases will contain extremely rare family photographs and archival materials that have never been shown publicly.

The paintings and drawings will be on loan from the family's personal collections as well as works owned by regional institutions and private collectors. Many of the paintings have been conserved specifically for this project giving the public the opportunity to see the original intention of the artist.

In the West Gallery, we will be featuring paintings and drawings created when Nomura and his family were interned at the Puyallup Assembly Center and at the

Minidoka Relocation Center. Once again, the family will be providing rare artifacts from this time to be exhibited in display cases.

The exhibition will be accompanied by the book, **Kenjiro Nomura, American Modernist: An Issei Artist's Journey**, published by Cascadia Art Museum and distributed by the University of Washington Press.

It is the culminating study in a series of related works by art historian Barbara Johns, PhD. These include *The Hope of Another Spring: Takuichi Fujii, Artist and Wartime Witness*, and *Signs of Home: The Paintings and Wartime Diary of Kamekichi Tokita* (both UW Press, 2017 and 2011).

Kenjiro Nomura (1896-1956) was born in Japan and came to the United States with his parents at the age of ten. On his own by sixteen, painting became a constant throughout his life as he experienced not only major artistic recognition but also business success and failure, racism and wartime incarceration, and, at last, American citizenship. The peak of his artistic success was the 1930s, when his paintings represented the Northwest in New York, Washington, DC, and the Golden Gate International Exposition in San Francisco. Incarcerated during World War II along with 120,000 people of Japanese ancestry on the West Coast, he continued to paint, leaving a record of his experience in more than one hundred paintings and drawings. Despite crippling challenges after the war, he resumed painting, developed a new artistic style, and once again gained recognition—the only one of his prewar colleagues to do so. He fulfilled a long-held goal to become a citizen after a federal law barring citizenship to Asian immigrants was voided.

In this deeply researched account, Johns writes about Nomura's life and artistic achievement in the historical and social context of the time.

David F. Martin, curator of Cascadia Art Museum, contributed an essay that contextualizes Nomura's artistic influences and activities in the Northwest.

Martin has pioneered the study of Issei artists in the Northwest and has written several groundbreaking publications on the subject and has lectured internationally.

<http://www.cascadiaartmuseum.org/exhibition/kenjiro-nomura-american-modernist-an-issei-artists-journey/>

TREASURY DEPARTMENT
WASHINGTON
PUBLIC WORKS OF ART
PROJECT

L. W. ROBERT, JR.
ASST. SECRETARY
FORBES WATSON
TECHNICAL
DIRECTOR

August 23, 1934

Mr Kenjiro Nomura,
216 6th Avenue S.
Seattle, Washington.

Dear Mr. Nomura:

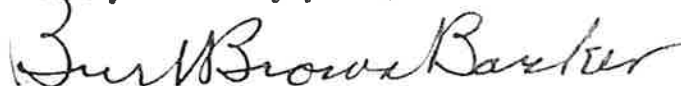
Attached hereto is a report showing the disposition which the committee made of your work.

On behalf of the committee, allow me to thank you for your sincere interest and hearty cooperation in the part of the project assigned to you.

The committee feels that as a person given work under the project, you have been instrumental in helping to raise the standard of American Art and bring it more vividly to the attention of the public.

Again thanking you for your part in the movement, I beg to remain,

Very cordially yours,



Burt Brown Barker,,
Regional Director.

BBB:LM

Disposition of Work

1. Oil - "The Farm" to Washington, D. C.
2. oil - "Yesler Way" to State Normal School, Ellensburg, Wn.
3. Oil - "Early Spring" to Bellingham Public Schools
4. Oil - "Houseboat" to Longview Public Library
5. Oil - "Blossom Time" to Seattle Public Schools
6. Oil - "Farm Building" to Seattle Art Museum

Funding Request
Longview Public Library Foundation

Date of Request 9/20/21 Amount of Request up to \$4,235

Name of Requestor Becky Standal Title Youth Services Librarian

What is Requested? (describe) To purchase items for the Youth Services Area and Collection

Purpose/Use/Need for Request (describe?) See Attached

What is the total cost of the project? up to \$4,235

What other funding sources are being used? N/A

When can the Foundation expect this project/expenditure to be complete? 2021

Signature of Requestor _____

Signature of Library Director _____

Signature of Board of Trustees President _____

For Foundation to Complete

Request Approved Yes No Amount Approved _____

Comments _____

Signature of Foundation Chair _____ Date _____

Signature of Foundation Treasurer _____ Date _____

Date of Completion _____ Total Expenditure _____

J AREA REFRESH

We are working on a reorganization of the youth area to include a more open area for play, wider aisles for better access, and a more intuitive design for browsing books. Part of this project we hope to do is a “refresh” of the toys and collections to welcome young people back into the library. This includes:

Toy Storage Totes: \$60

Train Table: \$175

Trains: \$150

Wooden Puzzles: \$100

Two New Rugs: \$1000

3D Letters for Collection Signage: \$250

New Holiday Books: \$1000

Finish New Theme Boxes/Story Times-To-Go: \$500

Initial Collection of Wonder Books: \$1000

Total: \$4235

We would like these new offerings to be dedicated in memory of Jan Hansen and her service to our community. We could include book plates in all of the books and perhaps a plaque in the new play space that dedicates the space in her memory.

Links to the products, or types of products, we would like to purchase are on the following page.

As always, we thank the Foundation for its support!

Toy Storage Totes for wheelie shelves <https://www.target.com/p/mdesign-kids-fabric-storage-organizer-cube-4-pack/-/A-80885674?preselect=83549529#lnk=sametab>

Train/Toy Table - \$172 <https://www.melissaanddoug.com/multi-activity-train-table/2371.html>

Trains - \$141 <https://www.melissaanddoug.com/wooden-railway-set/701.html>

Wooden Puzzles <https://www.melissaanddoug.com/our-toys/puzzles/shop-all-puzzles/>

Two New Rugs -\$500/each

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM54161/products_id/PRO72949

<https://www.demco.com/catalog/product/view/id/39411/s/Carpets-for-Kids-reg-The-Pond/>

3D Letters for Collection Signage <https://www.joann.com/fab-lab-12-letter-paper-mache/16278822.html>

Wonder Books - \$1000 (initial collection of 20 book, about \$50 each)

<https://shop.playaway.com/products/the-three-billy-goats-buenos>