



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, August 21, 2023

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

*Board Chair Tina Smith called the meeting to order at 4:02pm. A Quorum was verified.
Time and Date of original meeting rescheduled due to excessive heat within the building on August 14th.*

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

***Present:** Chair Tina Smith, Vice-Chair Dave Knoyle, Board Member Linda King, Board Member Paula Stepankowsky, Board Member Erik Halvorson, Library Director Jacob Cole, Library Administrative Assistant James Newkirk*

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF JULY 10, 2023 MINUTES – Action Item**

***Action:** Erik Halvorson motioned to approve minutes as written, Dave Knoyle Seconded.
The July 10th minutes were approved unanimously.
A discussion was held to determine the best way to record the details of the minutes.*

6. **APPROVAL OF CLAIMS – Action Item**

***Action:** Claims Report was approved.*

7. **SURPLUS MATERIALS – Action Item**

***Action:** Erik Halvorson moved to approve the Surplus Materials Report, Linda King Seconded.
The Surplus Materials Report was approved unanimously.*

8. **CONSTITUENT COMMENTS**

*Christine Johnson provided public comment.
Response given by Director Jacob Cole.*

9. CHAIR AND BOARD REPORTS

Tina – Tina Attended the July 11th Humanities Washington event with Alison Palumbo. On July 12th Tina was able to see Altrusa donate \$5000 to the Library's Foundation for purpose of the Book Mobile.

Dave – The Library's foundation is working to replace James as their secretary, the current replacement just quit. The Foundation is actively working to fundraise for the Mobile Library. The next Foundation meeting will be the third Thursday of November.

Linda – Linda was thrilled to see the Summer Reading Program filling the library with people and had fun at many events such as the summer picnic with musical guest Mo Phillips. Linda praised Heather Palow's efforts in advertising and marketing for the Library.

Paula – Paula also praised the efforts and activity in the Summer Reading Program. Paula was amazed at how engaged the public, especially children, was with the historic photos and artifacts that were on display for the Centennial. Paula supports the idea to have more historic items on display in the library.

Erik – Erik visited the Longview Room in July and considers it a vital room for retaining historic items. Erik thinks the making available of board games for check out from the library as a great idea and looks forward to its implementation.

10. DIRECTOR'S REPORT –

Director's Report –

We had 1131 Summer Reading Program participants. We had one of the best completion rates that will be expounded on in a future meeting. The Summer Picnic had about 200 attendees. The library has hired a new employee to fill the vacant position, Molly Mahoney. Starting on September 11th, the library will be hosting a series of events based around the book "Empire of Trees." There will be 100 copies available to the public with a suggested donation of \$10. We are getting closer to finishing the WIFI update which will increase access and speeds building wide. We are looking into other entities in the community that we can partnership with to help provide reading opportunities to the public. The big shift is coming this Sunday, August 27, 2023. The hope is with the current staff that have Volunteered, it should be done within one day.

Board Questions –

- What is the Status of the HVAC?
 - The contractor met with Facilities leadership this week and we are waiting to hear back about the details of this meeting. Ideally, they should start soon, and we hope to have it repaired by next summer.
- What is the next step of the Strategic Plan?
 - The Strategic Plan has been made public via the website, and it is available in printed copy inside the Library. We have requested to present it to the City Council and are waiting on a scheduled time.

- *Could there be a monthly printed calendar that shows all events and activities?*
 - *The Director will speak with the Marketing and Communications Specialist to look into that possibility.*
- *How often does the library have staff meetings?*
 - *Every other Thursday, we have an all-staff meeting, and on the opposite Thursdays there are leadership meetings. We have a general programming meeting once per month, and a youth services meeting once per month. Jacob also meets individually with the people he supervises at least twice per month.*

11. OTHER BUSINESS –

Rose Garden Memorial –

Abe Ott, JH Kelly Liaison – *Presented a packet with the new location of the memorial being adjacent to the Rose Garden. This memorial will be a gift to the City from J.H. Kelly. Projected dedication date of February 10, 2024.*

Action: *Erik Halvorson made a motion to support the construction of this monument. Dave Knoyle Seconded.*

The motion to support the Rose Garden Memorial Monument was approved unanimously.

Unattended Children Policy –

Change Recommended: *Rephrase “LPL Rules of Behavior” to “LPL Code of Conduct.”*

Action: *Paula Stepankowsy motioned to approved the policy as amended, Dave Knoyle Seconded.*

The Unattended Children Policy was approved as amended by unanimous vote.

12. NEXT REGULAR MEETING:

MONDAY, SEPTEMBER 11, 2023 – 4:00 P.M.

13. Executive Session

No Executive Session

14. Adjournment

The meeting was adjourned by Chair Tina Smith at 5:03pm.