



## City of Longview



## Minutes

### Longview Public Library Board of Trustees

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Monday, September 11, 2023

4:00pm

2<sup>nd</sup> Floor, City Hall

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1. **CALL TO ORDER**

*Board Chair Tina Smith called the meeting to order at 4:02pm. A Quorum was verified.*

2. **PLEDGE OF ALLEGIANCE**

*In honor of 9/11, A poem was shared by Board Chair Tina Smith*

- *“A 9/11 Poem from London” by Michael Brett*

*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

***Guests:*** Youth Services Librarian Becky Standal

***Absent:*** n/a

4. **APPROVAL OF AGENDA**

*Summer Reading Presentation by Becky Standal added to “Other Business.”*

*Agenda will run as amended.*

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

*A discussion was held to include the new format of minutes this month and going forward. Minutes amended to include the word “Individually” to describe Library Director Jacob Cole’s supervisory meetings with staff.*

***Action:*** David Knoyle motioned to approve minutes as amended, Linda King seconded.

*The minutes were approved unanimously as amended.*

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

*Clarification was provided for questions regarding individual purchases, and for the new inclusion of Bank One Credit Card Expenditures.*

***Action:*** Erik Halvorson motioned to approve the Claims Report, Paula Stepankowsky Seconded. The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

*Dave Knoyle questioned about the continued removal of material in the Library.*

*Jacob Cole stated that the major weeding project was finished, but certain collections are still being assessed and worked on which might include continued removal of material. However, it won't be to the same levels as previously done.*

**Action:** *Dave Knoyle motioned to approve the report, Erik Halvorson Seconded. The Surplus materials report was approved unanimously.*

8. **CONSTITUENT COMMENTS**

*No constituents present.*

9. **CHAIR AND BOARD REPORTS**

**Tina** – *Tina is delighted to see the Shakespeare Club is coming back to the Library this fall. During a visit to the library, Tina was pleased to hear the laughter and positive greetings of the individuals who participate in Rainbow Community. Tina was browsing the Library's website and found that the link to the Microfilm/Microfiche webpage ends in a 404 error page. Jacob responded that the new website is still under development and certain links on the current site are going to have these kind of issues until the new site goes live.*

**Dave** – *The next Library Foundation meeting is going to be on November 16th which will be after the November Board of Trustees meeting, so he will try to get an update on the Mobile Library funding campaign in advance.*

**Linda** – *The City of Longview's monthly newsletter had some nice information about the library. Linda found and used some of the Library's brochures which include Dewey decimal guidance, Genealogy information, and Art for educational purposes.*

**Paula** – *Paula was pleased to see that the Library is a participant in the City of Longview's Centennial celebrations. After seeing that the community has been positively involved in the City's Centennial, she is excited to see what the Library will do for its centennial celebrations in 2026.*

**Erik** – *Erik asked about the Community Reads program featuring the "Empire of Trees" by Hal Calbom. Jacob confirmed that the meeting was to take place at 5:30pm that night.*

10. **DIRECTOR'S REPORT –**

**Director's Report –**

*On Thursday when United Way has its "Day of Caring" we have asked them to come to the library and help with weeding the Rose Garden beds, and other areas around the building to assist in this since Parks has had such a backlog of requests citywide. The collections switch has been completed, it was an arduous undertaking, but has been a good learning experience. Reference collections have been diminishing countrywide for 20 years or more, and though we have removed much of the reference material, there are still some*

items that we want to remain, creating a core collection of material to be held. There is one more Humanities Washington program on October 17th.

There is a growing wish list that staff would like to see including capital improvement items and budget enhancements. We have positions in the Library we would like to see upgraded to enhance the ability of those staff members to perform work that is outside the current scope of their position. There is desire to update the shelving on the main floor to make use of the space more dynamic and create a more uniform appearance of the building.

The update to the Magazine Storage room will require considerable amount of work, and we will want to seek quotes for that work before starting a committee. We also want to finish our current projects and fundraising efforts before moving on to this item. The library will be hosting an ASL class in conjunction with the Longview United Methodist Church on Tuesdays, from October 3rd to December 19th.

#### **Board Questions –**

- Will there be a fall family festival this year?
  - Yes. We will have the Little Monster Mash on October 27th from 12:00am to 2:00pm. It should be similar to last year's event.
- Have we ever had any kind of auction as a fundraiser for the library?
  - The Foundation has hosted the Art Speaks Volumes silent auction twice since 2019 for fundraising.
- Is there going to be puzzle club or another puzzle competition?
  - Not a club. There might be something planned for the winter, but currently nothing has been scheduled.

#### **11. OTHER BUSINESS –**

##### ***Summer Reading Program –***

The theme this year was "All Together Now." It ran from June 14th to August 12th which is 60 days. This year we ran one single program for all ages instead of separate programs for the different age groups. There were prizes given out to patrons who met the reading challenges at 10, 20, 30 40, 50, and 60 days of completion. The Foundation paid for 100 yard signs that we handed out to those who registered for summer reading, and they turned out to be very popular.

There were 1,188 participants in the reading challenge this year, and 331 readers finished the challenge and logged 30 days of reading. This made a total of 19,336 days of reading logged by patrons, 2,361 prizes were redeemed, and participants read 324 books into the Library's collection.

In 2022 there were 640 participants, and the 2023 total of 1,188 participants is the highest number we've had in over 9 years. The finish rate of the reading challenge has stayed about 30% each year.

The Library Foundation budgeted \$3500 for prizes and events. The Friends budgeted about \$3,000 for prizes and events and paid for 28 Summer Reading Library Cards. Dairy Queen donated 50 free ice cream vouchers, Burgerville donated 250 free ice cream vouchers, Foster Farms donated hot dogs for the summer picnic, and Franz Bakery gave a generous discount on hot dog buns. The Early Bird Lions volunteered to cook at the picnic, and we had one summer reading intern through ESD.

*The Library held 21 children's programs, 13 teen programs, 7 programs focused on early learning in addition to the children's programs, 6 adult programs, 3 all ages programs as part of the Summer Reading Program, and roughly 1,844 combined event participants.*

*The theme for 2024 is "Adventure Begins at the Library" and we are starting to plan for that.*

**12. NEXT REGULAR MEETING:**

**MONDAY, OCTOBER 16, 2023 – 4:00 P.M.**

**13. Executive Session**

*No Executive Session*

**14. Adjournment**

*The meeting was adjourned by Chair Tina Smith at 5:14pm.*