



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, October 16, 2023

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith Called the meeting to order at 4:00pm. A Quorum was verified.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

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

Absent: Vice-Chair David Knoyle

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made. Agenda approved as written.

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

A grammatical issue was identified and corrected.

Action: Paula Stepankowsky motioned to approve the minutes as amended, Linda King seconded.

The minutes were approved unanimously as amended.

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

Action: Erik Halvorson motioned to approve the Claims Report, Tina Smith seconded.

The Claims report was unanimously approved.

7. **SURPLUS MATERIALS – Action Item**

Action: Linda King motioned to approve the Surplus Materials Report, Paula Stepankowsky seconded.

The Surplus Materials Report was unanimously approved.

8. **CONSTITUENT COMMENTS**

No constituents present.

9. CHAIR AND BOARD REPORTS

Tina – *Tina was grateful for the volunteer appreciation dinner and was excited to see that library card signup month had record numbers. Tina was delighted to see that the Library had great coverage in the Daily News October 1st article ‘The history in and around the Longview Public Library’, and the October 5th opinion article ‘Thumbs up to document preservation.’ Tina attended the City Council meeting on October 8th. Tina shared enthusiasm about the Library’s Podcast, in particular the episodes about the centennial.*

Linda – *Linda attended the Extreme Machines event and had a great time. She is interested about incorporating the library into Extreme Machines in the future, possibly with the Mobile Library. Linda mentioned that people are criticizing libraries nationwide and is interested in learning about our local challenges. Linda would like to know more about library databases and was happy to see informational brochures available at the Library. Linda attended the eclipse event, enjoyed the experience and thought the presenter did a great job.*

Paula – *Previous to the board meeting, Paula met with Tina about the Centennial Committee and discussed books in the 1920s, and focused on things that engage the community.*

Erik – *Erik Went to Empire of Trees launch party, funded by the Library Foundation, and enjoyed the event.*

10. DIRECTOR’S REPORT –

September was big month for centennial celebrations. Angela did an amazing job representing the Library at several events. Multiple book clubs were well attended in September. To discuss E-Resources, Jacob will have Jennifer come to a board meeting in the future to give a comprehensive analysis. Unfortunately, E-Resources can be underutilized by patronage, so we try to find new ways to highlight material regularly. Heather Palow does a great job speaking with radio stations and doing press releases with the newspapers to engage the community and advertise these library resources.

Jacob recently met with the Mini-Rural District Board to request a marketing plan for their constituents. They approved to finance a mailer which will be sent to the taxpayers in their districts advertising the availability of and access to library resources. Previously the outreach services have remained exclusive to within city boundaries. Jacob has requested and got approval for additional funding from the Mini-Rural District Board for a new part-time position. This new position will specifically work to provide outreach services to the Mini-Rural District. The Mini-Rural District passed its annual budget and added a 4.6% increase to match the City’s budget increase for 2024.

Board Questions –

- *Could you tell us about your best takeaways from your conference in Spokane?*
 - *Jacob learned about incremental taxing that could slash millions of dollars from larger library districts. There is some movement in the state legislature about increasing the cap on yearly taxing from 1% to 3%. We don’t have an estimate on how that will go though. There was a discussion*

to see if Washington can “Ban” book-bans, but the consensus was that each local entity is responsible for that, and we wouldn’t want to take away someone’s 1st amendment rights to request a book being removed from the shelves. They discussed staff burnout and HR issues. Some library districts are adjacent to counties who are going to 32hr workweeks and how that can affect staffing levels. Jacob was able to tour the newest Spokane Valley Library and it was beautiful. Jacob brought back marketing material for Heather Palow to look over and consider.

- *For the Tribal Walk, how many staff were present, how much time was used for this, and what were the results?*
 - *The efforts of library staff resulted in six new cardholders from the Cowlitz Tribe. Two staff members were present for the event which ran about four hours, using roughly eight hours of staff time.*
- *How is the fundraising going for the Mobile Library?*
 - *The Foundation has around \$52,000 left to fundraise. Regarding the timeline of receiving the vehicle, United Auto Workers at Ford are on strike. This could lead to delays in manufacturing which would in turn push back the date we receive the vehicle. We don’t know today if any delays have occurred, but it might become an inevitability.*

11. OTHER BUSINESS –

Proposal of New Policy – Addressing the Library Board of Trustees

This policy outlines the ability of the board to limit the time and subject matter for members of the public who speak at Longview Library Board of Trustees meetings. It also allows some guidelines for people to follow when addressing the board. It will help to set up this policy now in preparation for a time when and if they become necessary.

The board would like to have this policy reviewed by the city attorney before making any decisions.

No Motions made at this time.

12. NEXT REGULAR MEETING:

MONDAY, November 13, 2023 – 4:00 P.M.

13. Executive Session

No Executive Session

14. Adjournment

The meeting was adjourned by Board Chair Tina Smith at 4:55pm.