



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, December 11, 2023

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith Called the Meeting to order at 4:01pm. A Quorum was present.

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, Library Director Jacob Cole, Library Administrative Assistant James Newkirk,

Guest: Erik Halvorson

Absent: n/a

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF NOVEMBER 13, 2023 MINUTES – Action Item**

Corrections of grammar were made.

Action: Dave Knoyle motioned to approve the minutes as corrected, Linda King Seconded.

The minutes were approved unanimously as corrected.

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

Action: Paula Stepankowsky motioned to approve the claims report, Linda King Seconded,

The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Action: Dave Knoyle motioned to approve the Surplus Materials Report, Paula Stepankowsky seconded.

The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

No comments were given.

9. CHAIR AND BOARD REPORTS

Tina – Tina attended the choral concert in the gallery, the group from Mark Morris was exceptionally good. Tina also shared that the display of holiday quilts in the gallery is very festive.

Dave – The amount left to raise for the bookmobile is about \$37,000. The Foundation and the Friends are discussing the possibility of a centennial committee. There is a recommendation for an appointment to fill the open seat on the Library Board of Trustees the person is Claire Pang, It's now on the agenda for the City Council meeting on Thursday.

Linda – Linda was grateful to see the lights in the public parking lot were working again. Becky and Linda spoke about the movies shown in the building and was interested to hear about the switch to classic films. Linda brought her grandchildren to the toddler yoga program and enjoyed the event. Upstairs where the free books are, there is a table set up to make greeting cards for seniors in care facilities, Linda thinks this is great idea.

Paula – Paula Attended the holiday concert mentioning that it was so well attended there was standing room only. She suggested it may be worth considering another spot in the building next year. She was excited to see that several attendees applied for library cards as well.

10. DIRECTOR'S REPORT –

Director's Report –

The cookbook club took a meeting break in November and will be back in December to bake cookies.

The romance book club only had four members at its inaugural meeting and we're hoping that attendance will pick up as the program continues. It will now go every other month and alternate with a graphic novel club.

The HVAC update was delayed by 30 days and will now take place in January instead of December. The abatement of asbestos will happen first with portions of the staff parking lot closing during renovation.

Facilities has scheduled an assessment of the Magazine Storage Room to take place after the HVAC replacement has finished.

Jacob started working with the two students who are making the Diversity assessment of the Longview Library and they should be presenting their reports in around April.

Jacob is mentoring two librarians inside the State of Washington as part of a mentoring program.

Our contract with Verizon changed which lowered our cost and allowed us to expand the program. We added 20 additional hotspots, and due to the lowered cost, we could stay in the budget line with the additional hotspots.

We think the Library Website will be ready to go in January. We are looking into making an annual report that will include major accomplishments of the 2023 year.

Winter Reading will kick off January 1st, through the 31st. The challenge is 30 minutes of reading per day. The individual prize is a pair of socks from the brand "out of print"

Board Questions –

- *Under Enrich Lives, the report says that the Library will put up a winter piece of art in the Solar Entry, what does that entail?*
 - *A staff member has experience with painting on glass and they will make a winter scene on the glass there, then change it for spring, summer, etc.*
- *Could you tell us about Heather's Marketing Trip?*
 - *Heather got to see the marketing strategies for a variety of libraries. Libraries that have one dedicated person like Longview, and libraries that have a team of marketers were present and gave perspective on what we can do with our resources. She returned with a collection of new items and a list of vendors that Longview could consider for our future endeavors. The slideshow for her trip is attached to the board packet for more information.*
- *Question 3 – There is a Winter Reading Readathon. What is that?*
 - *This is going to be similar to an elementary school walk-a-thon. People will seek sponsored pledges and then on January 12th, participants will sit and read as much as they can for four hours. They will then work to collect the money they earn from pledges. This fundraiser will go to promote winter reading and all proceeds will go to the Foundation for the Bookmobile.*
- *Question 4 – When the Magazine Storage assessment is done, will that include a cost estimate?*
 - *Yes, it will have a cost estimate and will follow the specifications needed for a bid process to seek contractors.*
- *Question 5 – Is most of the work in the Magazine Storage for water damage from the leaking roof or is there other work to be done.*
 - *There are three things we currently see needing addressed:*
 1. *The peeling paint due to moisture issues.*
 2. *There is some plaster work that needs to be done.*
 3. *The flooring is made of asbestos tile, so that will need to either be removed, sealed, or have another floor placed on top.*

11. OTHER BUSINESS –

Addressing the Board Policy – *The policy was reviewed by the city attorney and was amended to remove restrictions on what people are allowed to say during their time addressing the board.*

Action: *Paula Stepankowsky motioned to approve the amended Addressing the Board Policy, Linda King Seconded.*

The amended policy was approved and adopted unanimously.

Patron Code of Conduct – *An update to the Patron Code of Conduct was made to include language stating clothing or lack thereof, if disruptive, is not allowed inside the building.*

Action: *Dave Knoyle motioned to approve the amended Patron Code of Conduct, Paula Stepankowsky seconded.*

The amended Patron Code of Conduct was approved and adopted unanimously.

12. NEXT REGULAR MEETING:
MONDAY, January 8th, 2023 – 4:00 P.M.

13. Executive Session
No Executive Session

14. Adjournment
The meeting was adjourned by Chair Tina Smith at 4:48pm