



City of Longview



Minutes

Longview Public Library Board of Trustees

Monday, January 08, 2024

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Vice-Chair Dave Knoyle called the meeting to order at 4:00pm. A quorum was present.

2. **PLEDGE OF ALLEGIANCE**

The flag salute was recited.

3. **ROLL CALL**

Present: Chair Tina Smith (online), Vice-Chair Dave Knoyle, Board Member Linda King, Board Member Paula Stepankowsky, Board Member Claire Pang, Library Director Jacob Cole, Library Administrative Assistant James Newkirk, **Guests:** Erik Halvorson.

Absent: n/a

4. **APPROVAL OF AGENDA**

Addition to Agenda: Election of Officers of the Board of Trustees for 2024.

Action (Election of Chair of the Board): Dave Knoyle nominated Tina for Chair; Paula Stepankowsky seconded. No other nominations were made.

Tina was elected unanimously.

Action (Election of the Vice-Chair of the Board): Paula Stepankowsky nominated Dave Knoyle; Linda King seconded. No other nominations were made.

Dave was elected unanimously.

5. **APPROVAL OF December 11, 2023 MINUTES – Action Item**

Action: Paula Stepankowsky moved to approve the minutes as presented; Tina Smith seconded.

The minutes were approved unanimously as presented.

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

Action: Dave Knoyle motioned to approve the Claims Report; Tina Smith seconded.

The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Action: Dave Knoyle motioned to approve the claims; Linda King seconded.

The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

Erik Halvorson gave a timeline for the City's budget process in 2024.

9. **CHAIR AND BOARD REPORTS**

Tina – *No report this month.*

Dave – *For the Mobile Library, the Foundation has raised \$312,000 of the \$325,000 goal. We are still on target for receiving the vehicle mid-to-late September.*

Linda – *Linda shared appreciation for the parking lot lights, and said how the number of remaining renewals on library receipts is helpful for checking out materials. Linda asked about the Zine table craft, if it would be changed out monthly. **Jacob** shared that it would probably not be switched out monthly, but does get changed periodically when staff has available time. Linda asked about where to get a receipt for book donations. **Jacob** replied that they can be acquired at the J-Desk and from the Friends of the Library.*

Paula – *Paula reminded everyone to participate in the community read-a-thon this Friday from 5-9pm. All proceeds raised from that event will go towards the Mobile Library. Paula mentioned the Friends of the Library are making good sales on eBay to raise funds for the library, and the donations they receive contribute to that.*

Claire – *No Report this month.*

10. **DIRECTOR'S REPORT –**

Director's Report –

The ukulele club is going strong. The library has acquired several ukuleles and there is much interest in the community for this. The first ASL class has completed. It was a success and Jacob is working with the teacher to schedule an advanced course for those who finished the first one. The Cookbook club had less than usual in December, but still had about 10 participants. The cookbook focus in January is vegetable, and February will be chocolate based cookbooks. Jacob has been working with staff to create quarterly goals in tandem with the Strategic Plan. This will allow focus on the goals ahead and help staff prioritize more important work. The Strategic Plan presentation to City Council got delayed until Thursday January 11th. Jacob and Heather Palow are working on creating an annual report, which is something that has not been done for a while. Jacob is working with programming staff to increase the scheduled timeline of events and programs to six months from its current three month timeline.

Board Questions –

- *Question – With the youth outreach programming, are we trying to sign people up with library cards?*
 - *With schools it can be difficult due to parents being unavailable to sign for the card. However, we are trying to make it as easy as possible to get a library card, including moving towards a digital application process, potentially going paperless in the future.*
- *Question – What is going on with the Library Centennial Committee?*
 - *Nine people have signed up for the committee recently. We still need to plan the inaugural meeting and go from there.*

- Question – How is Project READ going?
 - Lisa is working on creating better procedures, new forms, and connecting learners to tutors. We’ve had about five pairs of learners and tutors working together so far. We’ve had some learners ask for tutoring in a subject that we have not been able to pair with a suitable tutor. We’re working through these types of complications. One way is the creation marketing materials to place around town in locations like the Ethnic Support Council.
- Question - How will the stats from the annual survey be used?
 - We will go over the results and discuss changes to be made for collections, programs, etc. We can provide a copy of the results to the board when its finished.

11. OTHER BUSINESS –

Collection Development Policy – Due to the increased aggression in the public towards library collections in this country, we decided to refine some of the policy to help:

- *We added that a patron’s card must be in good standing to make a reconsideration request.*
- *We’ve also restricted the number of requests per title to once per item. Once an item has been reviewed, further requests would be referenced to the original review process.*
- *We are changing the final review process to be made by professional library staff that are hired, fired, and reviewed by City Manager. This will help limit exposure to members of the board, current and future, and it will let trained and educated professionals manage the collection instead of political appointees.*

***Action** – Paula Stepankowsky motioned to approve the amended policy; Linda King seconded. The amended Collection Development Policy was approved unanimously.*

12. NEXT REGULAR MEETING:

MONDAY, February 12, 2023 – 4:00 P.M.

13. Executive Session

No Executive Session

14. Adjournment

The meeting was adjourned by Vice-Chair Dave Knoyle at 4:52pm.