



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, March 11, 2024

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 4:00pm. A Quorum is 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, Board Member Claire Pang, Council Liaison Angie Wean, Library Director Jacob Cole, Library Administrative Assistant James Newkirk

Absent: n/a

4. **APPROVAL OF AGENDA**

Action: An amendment was made to change Section 5: Approval of January 8th, 2024 Minutes. Section 5 was changed to Approval of February 12th, 2024 Minutes. The Agenda was approved as amended.

5. **APPROVAL OF February 12, 2023 MINUTES – Action Item**

Action: A motion was made by Linda King to amend Section 5 of the minutes to be changed from February 12th to March 11th. Discussion was held. The motion failed for lack of a second.

Action: A motion was made by Dave Knoyle, seconded by Linda King to approve the minutes as presented. The minutes were approved unanimously as presented.

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

Action: A Motion was made by Dave Knoyle, seconded by Paula Stepankowsky to approve the claims report. The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Action: A motion was made by Paula Stepankowsky, seconded by Linda King to approve the Surplus Materials Report. The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

Angie Wean provided public comment.

9. **CHAIR AND BOARD REPORTS**

Tina: *Holding comment for now, and will ask questions during the Director's Report*

Dave: *The Foundation met in February and the Mobile library has reached its funding goals thanks to pledges and recent donors. The vehicle is due to arrive October 15th.*

Linda: *AARP has served over 500 taxpayers so far this season. The character of the month has been growing more popular. Linda has been spreading word about the availability of notary services. She asked for a dedicated time to be listed on the website. **Director Cole** replied that appointments are better than walk-in hours for staff availability and in consistency of follow-through for those seeking the service. Linda attended the recent NW Voices event, but mentioned the overall attendance of the program seems to be lacking. Linda loved the new library brochure, especially the separation of events by age category and the notices of available online resources.*

Paula: *Paula agreed that the brochure is a great idea, and that it allows readers to look through and assess the individual important items for each member of the community. She is also glad to see Shakespeare club still going, and that there is a Humanities Washington event listed, emphasizing the importance of these events as part of the Library's Mission.*

Claire: *Claire asked why we are using the council chambers for meetings instead of one of the training rooms. **Director Cole** replied that the sound equipment in the testing room is inadequate for our recording purposes, but we could consider moving the meeting as a long-term goal, if desired.*

10. **DIRECTOR'S REPORT**

Jacob Cole: *Jacob presented to the Mt St Helens Hiking Club and that experience went well. The Foundation had its February board meeting. The public will be voting on the name of the Library's new owl mascot. The Staff have a working group dedicated to creating and revising policy and procedures, looking into driver training for those who will drive the larger vehicle, where and how we're going to store and load materials, etc. The Library is nearing the end of RFID project. The adult materials are finished and we're going through the youth services materials. Jacob met with the two University of Washington students who are working on the Library's diversity audit. The students had scaled back the size of the audit based on the total amount of items and their available time to perform the audit. The collections they will audit are Adult Fiction and Adult Non-Fiction. When finished the students will create a presentation for the staff, and if possible, the Board of Trustees. If they aren't able to present in person Jacob will work to make their initial presentation available to the board. Staff have started keeping statistics on various diversity categories this year to have better metrics in the future. We added an additional 'Find the Character' for all ages on the main floor, March's character being Groot from Guardians of the Galaxy. We had really great attendance for the Bluey Party and LongCon.*

In addressing preliminary questions, Jacob mentioned that if members of the board have questions about library related items that might involve other city departments, reach out to Jacob, and he can direct you to the appropriate personnel. However, if you have concerns about something unrelated (ie. potholes), it's reasonable to address those concerns

with the relevant departments or parties. Jacob is willing and able to assist with any of your questions and help you find the right person or entity to communicate with. The HVAC upgrade is nearly finished, the installations are finished, but staff of the contractor are still coming by periodically to make adjustments and take readings for fine tuning the system. The lighting project has been delayed about six to eight weeks due to shipments not arriving on time. For the budget, there is a schedule for the progression of processes, but it is subject to change based on differing factors, making the process fluid at the moment. We have some preliminary items in April and May, with the overall budget not being approved in finality until December.

In 2023, the Library's 'Mini-Rural District' asked about how to expand the district to include Castle Rock voting precincts in their services contracted with the City of Longview. In his due diligence, Jacob reached out to the County Auditor's Office, which oversees these processes, and they informed him that they could not advise on this matter, and he would need to seek legal counsel. Then he spoke with City of Longview's Attorney, and because they do not represent the 'Mini-Rural District' they could not advise on this matter. Then Jacob asked the State Library how to proceed and they also refused to answer questions and referred him to ask legal counsel. This has led to a stall in the process of receiving answers.

We are working with many organizations to assist our patrons experiencing homelessness. Some of these organizations are the Behavioral Health Unit, Love Overwhelming, Street Medicine Team, Lower-Columbia CAP, Family Health Center, and the Crime Victim Advocacy Program. This is just a short list of the resources we have available and utilize often.

Board Questions:

- *Where will the bookmobile be housed, and will it be in a secure location?*
 - *It will be stored at the City's bus shelter. This location is a gated and locked area with cameras. It will also allow us 24-hour access to the vehicle, and a place to charge the in-vehicle electric systems.*
- *The Library's diversity percentage is around 18%, what's the target goal?*
 - *A few years back the average for a library was about 10%, but to try and match national demographics of the various minority groups, collection numbers could go as high as 35% in certain circumstances. We're weighing the question of should we match national demographics or local demographics. We're also looking for best practices and reports with this, and the University of Washington students we're working with are also looking into it.*
- *In the past, we've heard about issues in the teen section. It's back in the corner, hidden behind bookshelves, would it be worthwhile moving it into a more visible location?*
 - *We have two staff members who work near that area. Most of the time when one of them is at their desk, they have line of sight of those areas. What has been suggested is during slower times, or at times when the teen area is more active, to have another service point in the area. Our Youth Services Librarian has sent a letter to Mark Morris asking them to change to a closed campus. We've communicated with the resource officer of Mark Morris. We've trespassed individuals who*

have broken the code of conduct. We've had those who then break the trespass notices arrested. We've pulled the furniture from the area to repair a broken piece and to deter use of the space for a temporary period. We're looking into possibly installing a camera in that area. Much of the area has had lots of time and effort put in by staff to restructure shelving, find furniture, paint, etc. and if we can find the patterns of problems with the teen area and make those appropriate changes, the situation should calm down. Just as we had success with the problems in the bathrooms once the right solution was found, we feel there is a solution to this issue, we just haven't found it yet.

- *Can you tell us about the City Council orientation that is upcoming?*
 - *On March 21, the three newest City Council members are coming to the library to receive a tour of the library and a presentation about the Library. We have asked one person from each partnered organization (Friends of the Library, Longview Library Foundation, Library Board of Trustees, The Mini-Rural District Board) to attend as well.*
- *How Long has Mark Counts worked at the Library?*
 - *Mark has worked at the Library for 35 years. His retirement date is April 11, and we're hosting a retirement party on April 2.*
- *Have there been other incidents involving homeless individuals and the storage of materials in the entry way, or behaviors that are disruptive or concerning to patrons in the past month?*
 - *We have to address minor incidents regularly, but nothing major has happened in a while. Reiterating information about the incident in January: The situation was not caused by a homeless patron, but rather by someone who was not homeless, heckling those experiencing homelessness in the library.*
 - *On a positive note, we do have a young man who patrons the library that was experiencing homelessness, and in the last month he has started working again, has begun schooling, and his new employer found him a place to live. We value stories like his where people are working hard to try and better their situation.*

11. OTHER BUSINESS

No Other Business

12. NEXT REGULAR MEETING

MONDAY, APRIL 8, 2024 – 4:00 P.M.

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

The meeting was adjourned by Chair Tina Smith at 5:20pm