



City of Longview

Minutes



Longview Public Library Board of Trustees

Monday, November 18, 2024

4:00pm

2nd Floor, City Hall

1. **CALL TO ORDER**

Board Chair Tina Smith called the meeting to order at 4:02pm.

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, Library Director Jacob Cole, Library Administrative Assistant James Newkirk, City Council Liaison Erik Halvorson.

Excused Absence: City Council Liaison Angie Wean

4. **APPROVAL OF AGENDA**

No Changes to the Agenda were made.

5. **APPROVAL OF October 21, 2024 MINUTES – Action Item**

Action: Linda King motioned to approve the minutes as presented; Paula Stepankowsky seconded. The minutes were approved unanimously.

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

Discussion was held about the Claims Report.

Action: Dave Knoyle motioned to approve the Claims Report; Linda King Seconded. The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

Action: Claire Pang motioned to approve the Surplus Materials Report; Dave Knoyle seconded. The Surplus Materials Report was approved unanimously.

8. **CONSTITUENT COMMENTS**

No Constituent Comments

9. CHAIR AND BOARD REPORTS

Chair Tina Smith provided a report.

Boardmember Claire Pang provided a report.

Boardmember Linda King provided a report.

Boardmember Paula Stepankowsky provided a report.

10. DIRECTOR'S REPORT

Director's Report –

Director Jacob Cole provided a report.

Board Questions –

The Board led a question-and-answer session with Library staff.

11. OTHER BUSINESS

Director Jacob Cole presented an update to the Library's Circulation Policy.

Discussion was held about the changes to the Library's Circulation Policy.

Action: *Paula Stepankowsky motioned to approve the updated Circulation Policy; Dave Knogle seconded. The revised Circulation Policy was approved unanimously.*

Library staff gave a presentation of the Library Digital Resource Northstar Digital Literacy

12. NEXT REGULAR MEETING

Monday, December 9, 2024 at 4:00pm

13. EXECUTIVE SESSION

No Executive Session

14. ADJOURNMENT

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