



## City of Longview



### Minutes

## Longview Public Library Board of Trustees

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Monday, November 17, 2025

4:00pm

2<sup>nd</sup> Floor, City Hall

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1. **CALL TO ORDER**

*Board Chair Tina Smith called the meeting to order at 4:02pm. 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 Jerame Moore, City Council Liaison Angie Wean, Library Director Jacob Cole, Library Administrative Assistant James Newkirk

***Absent:*** n/a

3. **APPROVAL OF AGENDA**

*Discussion was held about the agenda. The Board Bylaw Review was moved to the end of other business.*

*Jerame Moore motioned to approve the agenda as adjusted, Dave Knoyle seconded; the agenda changes were approved unanimously.*

5. **APPROVAL OF SEPTEMBER 8, 2025 MINUTES – Action Item**

*Discussion was held about the minutes.*

***Action:*** Jerame Moore motioned to table the minutes approval until the next meeting; Paula Stepankowsky seconded. The approval of the minutes was tabled until the next meeting.

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

*Discussion was held about the Claims Report.*

***Action:*** Linda King motioned to approve the Claims Report; Paula Stepankowsky seconded. The Claims Report was approved unanimously.

7. **SURPLUS MATERIALS – Action Item**

***Action:*** Paula Stepankowsky motioned to approve both the September and October Surplus Materials Reports; Linda King seconded. Both Surplus Material Reports were approved unanimously.

**8. CONSTITUENT COMMENTS**

*No Constituent Comments*

**9. CHAIR AND BOARD REPORTS**

*Chair Tina Smith provided a report.*

*Vice-Chair Dave Knoyle provided a report.*

*Boardmember Linda King provided a report.*

*Boardmember Paula Stepankowsky provided a report.*

*Boardmember Jerame Moore 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**

***Art Acquisition Policy***

*Discussion was held and amendments to the policy were suggested. No action was taken at this time.*

***Alcohol Policy***

*Discussion was held and amendments to the policy were suggested. No action was taken at this time*

***Board Bylaw Review***

*Discussion was held about the Bylaw Review.*

*Jerame Moore motioned to table to Board Bylaw Review until the next Board Meeting; Paula Stepankowsky seconded. The review was tabled until the next Board meeting.*

**12. NEXT REGULAR MEETING**

***December 8, 2025 at 4:00pm***

**13. EXECUTIVE SESSION**

*No Executive Session*

**14. ADJOURNMENT**

*The meeting was adjourned by Chair Tina Smith at 5:18pm.*