

# City of Longview

Longview Public Library  
1600 Louisiana Street  
Longview, WA 98632  
360.442.5300  
www.longviewlibrary.org

## Minutes

### Library Board of Trustees

*Linda Bagaason*  
*Virginia Cowden-Kretzler*  
*Judith Fuller*  
*Marquita Green*  
*Mike Theriault*

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Monday, February 6, 2012

4:00 PM

Library Board Room

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#### 1. Call to Order & Roll Call

*The meeting was called to order by Vice Chair Linda Bagaason at 4:05 pm.*

**Present:** 4 - Linda Bagaason, Mike Theriault, Marquita Green and Judith Fuller

**Excused:** 1 - Virginia Cowden-Kretzler

#### 2. Approval of Agenda

*The agenda was approved as presented.*

#### 3. Approval of Minutes

*The minutes of the January 9, 2012 Board meeting were approved as presented.*

#### 4. Approval of Claims

*Library claims for the month of January, 2012 in the amount of \$30,272.92 were approved.*

#### 5. Constituent Comments

*There were no constituents at this meeting.*

#### 6. Board Member Comments

*The Board had no comments to make at this time.*

## 7. Librarian's Report

### a. Board Training - Carolyn Petersen, Washington State Library

*Chris introduced Carolyn Petersen from the Washington State Library. Ms. Peterson advised that she has served in almost all aspects of public libraries, and currently is the Governance Librarian, Rural Library Librarian, and Travel Consultant Librarian for the Washington State Library. Her role, she explained, is to discover answers to complicated issues in these fields.*

*Ms. Petersen's training session included information on the responsibilities of a board member, differences between the roles of an advisory board and a governing board, differences between the roles of the library board and the library director, the Open Public Meeting Act, what to do when the press calls, interacting with library staff, and resources from the State Library.*

*The Board should be periodically reviewing their own bylaws, as well as library procedures, to ensure that they are current and do not need to be changed.*

*The most important role of the Board, Ms. Petersen emphasized, is as advocates and public liaisons for the Library.*

### b. Foundation Requests

*Chris introduced two requests for funding from the Library Foundation:*

*(1) To allow the Library Director and up to three other staff members to attend the Washington Library Association conference in Tulalip, April 18-20, 2012. The request will cover the conference registration, travel and lodging. Last year, Tech Services Librarian Karen Straube, who was fairly new to the Washington library systems at the time, attended the conference, as well as Literacy Coordinators Elizabeth Partridge and Jennifer King, who are both working on their MLS degrees.*

*(2) For the purchase of three new computers for the Library. Chris noted that when computers are obtained through grants, the City's IT department will not replace them when they wear out. The computer in the Longview Room was a grant computer ten years ago, and desperately needs to be updated for the latest in software as well as speed and memory, so the Library can finish its scanning project. The second computer would be used to allow the public longer access than our current one-hour machines. There has been an increase in requests for a longer term machine that would allow patrons to do extended job searching and test-taking for distance education. The third computer would be a laptop for use in Youth Services for some teen programs as well as for outreach (i.e. Summer Reading when Jan visits all of the local schools.)*

*On a motion made by Mike, seconded by Judy, and unanimously carried, the Foundation requests were approved by the Board.*

### c. Library Closed on February 20, 2012

*Chris advised that the Library will be closed on Monday, February 20, 2012 for Presidents Day.*

### d. Statistical Report

*Chris presented the statistical report for December, 2011.*

## **8. Other Business**

*It was suggested that the Library post Board meeting notices on the Library website. Chris advised that he would talk to Karen Straube about it. It was also noted that the new Board members had not received policy and procedures manuals. Erika promised that manuals would be available at the next Board meeting on Monday, March 5, 2012.*

## **9. Adjournment**

*There being no further business to come before the Board, the meeting was adjourned at 5:47 pm.*