

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
415 Airdustrial Way S.W., Olympia, WA 98501

August 28, 1985

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M I N U T E S

BOARD MEMBERS PRESENT:

Jean Haakenson, Chair - Member-at-Large
Carolyn Dobbs - Member-at-Large
Doris Fourre - Thurston County
Alice Harris - Mason County
Larry Parsons - Lewis County
Paul Polillo - Pacific County
Dorothy Voege - Grays Harbor County

STAFF PRESENT:

Lon R. Dickerson, Library Director
Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Michael Crose, Assistant Director, Management Services
Norma Cline, Sr. Library Associate, Central Services
Tom Joselyn, Technical Services Librarian
Chapple Langemack, Community Relations Director
Christine Livingston, Hoquiam Librarian
Caitlin Robinson, Systems Librarian
Karin Schumaker, Library Associate, Central Services

Herbert H. Fuller, Timberland Attorney
Liane Bascou, Board Recording Secretary

Chair Jean Haakenson called the meeting to order at 8:05 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes of the July 24, 1985 Meeting

85-42 DOROTHY VOEGE MOVED TO APPROVE THE MINUTES OF THE JULY 24, 1985 MEETING; ALICE HARRIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Approval of Vouchers

Mrs. Haakenson stated that payroll and payroll-related vouchers for July 1985 amounted to \$263,014.05.

85-43 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 20001 THROUGH NO. 20169 IN THE AMOUNT OF \$136,376.02; LARRY PARSONS SECONDED THE MOTION.

Mr. Parsons questioned voucher No. 20001 to Rainier Bank in the amount of \$4,388.17. Mr. Crose stated that this is the interest payment for the South Mason property. He explained that there are two semi-annual interest payments and one principal payment each year for three years. Mrs. Voege questioned voucher No. 20029 to

- 2 Overall Laundry Services in the amount of \$34.46 and Mr. Crose stated that this is for cleaning janitorial mops and rags used in reprographics. Ms. Dobbs questioned voucher No. 20046 to The Evergreen State College in the amount of \$5,997.47 and Mr. Crose said this is TRL's monthly payment for CALS services. Mrs. Fourre asked if voucher No. 20145 to PNLA in the amount of \$124.00 is for the Board's membership and Mr. Crose stated that it is for both institutional and Board memberships. Ms. Dobbs asked about voucher No. 20169 to Employment Security Department in the amount of \$76.65. Mr. Crose explained that TRL is a reimburseable employer. Rather than paying 3.3% to the state, he said that TRL has its own Unemployment Fund and reimburses the state for claims made by TRL employees.

MOTION CARRIED UNANIMOUSLY.

Mrs. Haakenson thanked the three Assistant Directors, Mary Ann Shaffer, Sally Loken, and Mike Crose, for acting as Co-Directors during the interim period that TRL did not have a Director and said that the Board appreciates a job well done. She welcomed Lon Dickerson to TRL.

3 Reports

A. Timberland Attorney - Herbert H. Fuller

Mr. Fuller reported that he has continued working on the survey problem at the Ocean Park Library site. He said that the man who did the initial survey made an error and the additional cost to TRL because of that error is \$8,940.28. Mr. Fuller said he wrote a letter to the surveyor on August 15 setting out these costs and requesting that TRL receive the amount of \$8,940.28 within the next 15 days. Since the 15 days is almost up and he still has not heard from the surveyor, he requested that the Board allow him to bring suit against the surveyor if TRL does not receive this money by August 30. Mr. Fuller said that he did say in his letter that he hopes to hear from the surveyor by August 30 to avoid any further recourse. This being a legal matter, Mr. Fuller said that it can be discussed in Executive Session.

Mrs. Fourre asked if the surveyor was paid for the original survey and said she recalls that this was returned as a gift. Mr. Crose said that the surveyor was paid and he discounted the cost of the original survey by \$100 as a gift to the Ocean Park Library. Mr. Parsons requested that this be discussed further in Executive Session. It was agreed that the Executive Session would be held at the end of the meeting.

B. Library Director - Lon R. Dickerson

Mr. Dickerson said he is delighted to be with TRL and delighted at what he finds. He said TRL is a unique and strong library district and he keeps wondering if Becky Morrison knows how good a job she did. He said that the creation of this district out of what was here before and the attainment of the level of excellence that has been provided is truly outstanding and he thinks anyone who has anything to do with TRL can be very proud of it. Mr. Dickerson said TRL is

3B facing some rough economic times now. He said he has spent the past couple of weeks meeting with staff members both in groups and individually. He stated that TRL staff is very talented with a lot of expertise, imagination and an awful lot of dedication. Mr. Dickerson said staff takes a lot of pride in what they do and service is uppermost in their minds. He stated that staff wants the economic crisis resolved but they want to be sure that in the process service is not sacrificed. He said there has been a lot of emphasis placed on training staff and it is also evident that the library is appreciated in the communities. He said this is unique and he hopes no one loses sight of this. Mr. Dickerson said he, too, thanks the three Assistant Directors for acting as Co-Directors. He said they have done a remarkable job and he is working very closely with them. He is looking forward to working with the Board and staff.

C. Assistant Director, Public Services - Mary Ann Shaffer

Ms. Shaffer directed the Board's attention to the three displays. She said these were TRL's contributions to PNLA's "Models of Excellence" at the conference last week. The displays included the automated circulation system, the Ocean Park building project, and the parent education project. Ms. Shaffer said the displays appeared to be very successful.

D. Assistant Director, Central Services - Sally Loken

Ms. Loken said that she will turn her report over to Tom Joselyn who will report on Technical Services and do some demonstrations related to his written report, which was sent to the Board last week.

(1) Technical Services - Tom Joselyn

Mr. Joselyn thanked the secretaries for typing several drafts of his report, Michael Darling for the graphics, and Norma Cline for the acquisitions section of his report.

Mr. Joselyn said that the whole rationale behind technical services in a library district is to combine functions which were being duplicated by the individual libraries. He gave a demonstration of how to build a basic library which included three main ingredients--books, librarian and patrons. He said that books have to be inventoried and cataloged by title, author and subject. He explained that the Dewey Decimal system is used to assign books to certain areas on the shelves. He said the concept behind technical services is to eliminate repetition. He asked the Board to imagine several libraries and several staff all cataloging the same books. Through the use of telecommunications and computers, libraries have become able to share cataloging information. Now a book need only be cataloged once.

Mr. Joselyn distributed examples of different bibliographic records and called them up on a demonstration screen. He explained that the Library of Congress does a lot of the authority control so it isn't necessary for the library to do this. He explained how an acquisitions record can be looked up to see which libraries have

3D(1) ordered a particular book, and this can be determined by the NUC symbol which is assigned to all libraries in the United States by the Library of Congress. If a book is being cataloged by another library, then TRL will set the book aside until the cataloging has been completed. Mr. Joselyn said that out of 100 books that TRL orders, 80% are already cataloged, 15% will be done by other libraries in WLN, and TRL will only have to catalog the other 5%.

Mr. Joselyn said that TRL utilizes WLN to order library materials. He said that Norma Cline enters the title of a book to get a bibliographic display. She then checks to see if an acquisitions record exists. If not, she calls up the order screen and fills in the information. He said that once the order screen is filled out, the message is sent to the vendor's computer. If TRL does not receive the books in a certain amount of time, a letter will automatically be sent to the vendor. Mr. Joselyn said that TRL can also tell at any point how much it has encumbered in each account. Mrs. Cline commented that the encumbrance record is updated three times a week by WLN. Mr. Joselyn said that if Norma finds a complete record on WLN, she will add TRL's holdings statement at that point and that triggers WLN to load it onto a tape and WLN then sends TRL tapes of TRL's holdings which are loaded into the ALIS data base.

Mr. Joselyn said that WLN is also used as a reference tool. He explained the process of identifying which book a patron wants. He said that WLN can also be used as a materials selection tool. He stated that the Materials Selection Coordinator checks on WLN to see which other libraries own a particular book and makes a decision whether or not TRL should purchase the book. He said that 92% of all interlibrary loan requests is done through WLN participants. In other words, if someone requests a book that TRL does not own, the materials selection coordinator will take it to WLN and 92% of the requests are found on WLN. The materials selection coordinator will decide whether TRL should purchase the book or borrow it.

Mr. Joselyn explained that WLN does not "talk" to ALIS. If a request comes in and staff finds on ALIS that TRL owns only one copy and that copy is lost, then staff checks to see if the book is in print and can be purchased. If TRL cannot replace the book, then TRL has to tell WLN to take TRL's holdings statement off.

Mr. Joselyn said that by using this technology, a lot of staff time is saved and it provides faster and better service. Mrs. Haakenson commented that this demonstration and report certainly shows how much work goes on behind the scenes.

E. Assistant Director, Management Services - Michael Crose

Mr. Crose had nothing further to add to his written report.

4 Correspondence

Mrs. Haakenson said that there has been a considerable amount of correspondence received since the last Board meeting, including the following:

4 8/5/85 letter to Larry Parsons, Vice-Chair, from Mayor Clifford Allen, City of Winlock.

8/7/85 letter to TRL Board from Arlene Bay, Winlock.

8/7/85 letter to TRL Board from South Bend Friends of the Library.

8/20/85 letter to TRL Board from Elizabeth Penoyar, South Bend Library Board.

Petition received 8/16/85 from Winlock Library patrons.

44 postcards from South Bend Library patrons (all postcards state the same thing and several have additional handwritten comments).

5 Unfinished Business

A. Compensation for Co-Directors

85-44 DOROTHY VOEGE MOVED THAT EACH OF THE ASSISTANT DIRECTORS WHO SERVED AS CO-DIRECTORS BE PAID \$1,500 EACH; PAUL POLILLO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Declaration of vehicles and equipment as surplus

Mrs. Haakenson read the list of property to be declared surplus as follows:

Four Model 3100 Xerox copiers.

One Model 4000 Xerox copier.

1979 Dodge van.

1978 Dodge van.

1973 International bookmobile.

Mr. Crose said that the Thurston County Commissioners had suggested that TRL's surplus equipment be made available for purchase by other taxing entities before advertising to the general public. He recommended that this be done with the Xerox copiers. He said that he would like to advertise the two vans in the newspapers. Regarding the bookmobile, he said that the Friends of the Service Center are interested in acquiring it and using it as a mobile book sale vehicle. Mr. Crose said he has discussed this with the State Auditor's office and it is possible for the Board to lease or rent the bookmobile to the Friends; TRL would retain legal ownership but the Friends would become the registered owner. Mr. Crose said that the dollars involved could actually be zero if it is stipulated in the contract that proceeds from the book sales be used to benefit the library district. He said that the Friends would be responsible

6A for insurance and upkeep. Mr. Crose said that since this idea is new, Board members may wish to declare the bookmobile surplus and hold off making any decision on what to do with it until the September meeting. Mr. Polillo asked how much the bookmobile is worth and Mr. Crose responded that he did not know how much TRL received for the last bookmobile it sold; however, he said he does not think there is much demand for used bookmobiles. Ms. Loken added that the Friends' would repaint the bookmobile. She said that the Service Center Friends usually only have an annual book sale at the shopping mall which requires that the books be hauled out of storage, taken to the mall, set up, and then the ones which aren't sold taken back to storage. With the bookmobile, she said the books could be left stored in it and taken to different areas of the district. She stated that the Friends are considering hiring someone to take the bookmobile out and it would be made available to other Friends groups in the district. Mr. Parsons asked what TRL's obligation would be as legal owner and Mr. Crose replied that it would be whatever is put into the contract with the Friends. Mr. Crose said he thinks this would be beneficial to the library district.

85-45 LARRY PARSONS MOVED TO DECLARE THE FOLLOWING PROPERTY SURPLUS:
FOUR MODEL 3100 XEROX COPIERS; ONE MODEL 4000 XEROX COPIER; 1979 DODGE VAN; 1978 DODGE VAN; 1973 INTERNATIONAL BOOKMOBILE.
CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Crose said this is all that the Board is required to do and that staff will accomplish the paperwork necessary. It was agreed that the final decision on the bookmobile will be made at the September meeting once the Friends have an opportunity to explore this further and the Board has an opportunity to review the proposed contract.

7 Other Agenda Items

A. Letter to North Mason Friends and Staff

Ms. Dobbs requested that a letter of appreciation be sent to the North Mason Friends and staff on behalf of the Board thanking them for their hospitality and dinner at last month's Board meeting. Mrs. Haakenson instructed staff to accomplish this.

B. 10/5/85 Workshop "Pass It On"

Mr. Parsons noted that the Board folders contain a flyer on the workshop scheduled October 5, 1985 at the Capital High School in Olympia. One of the speakers is Jim Trelease, and Mr. Parsons said he heard Mr. Trelease at ALA and highly recommends him.


Mrs. Haakenson announced that the Board will meet for an Executive Session to discuss the legal matter regarding the Ocean Park Library survey. The Board met in Executive Session at 9:30 p.m. and the meeting was reconvened at 9:35 p.m.

7 C. Legal Matter re Ocean Park Survey


Mrs. Haakenson announced that the Board met in Executive Session and reviewed Mr. Fuller's recommendation to file a lawsuit against the

7C original surveyor of the Ocean Park property. She said that no action will be taken at this time.

There was no further business and the meeting adjourned.



SECRETARY



CHAIR