

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

November 20, 1985
7:30 p.m.

A G E N D A

AGENDA ITEM
NO.

Call to Order

1 Minutes of October 23, 1985 Meeting

RECOMMENDATION: MOTION to approve the Minutes of the TRL Board of Trustees Meeting of October 23, 1985, as distributed.

2 Vouchers

RECOMMENDATION: MOTION to approve vouchers No. 20495 through No. 20670 for October 1985 in the amount of \$191,591.39.

3 Reports

A. Timberland Attorney - Herbert H. Fuller

Ocean Park property:

10/30/85 letter from Gene Neva and 11/05/85 response

B. Library Director - Lon R. Dickerson

Personnel:

Review of senior staff resignations since October 1
Victoria Campbell, Community Librarian - Lacey
Robert Zimmerman, Reference Librarian - Centralia

Review of senior staff appointments since October 1
Hamie Ferrier, Sr. Comm. Lib. Asst.- Elma
Tom Joselyn, Community Library Coordinator - Lacey
Katherine Kozisek, Cataloging Supervisor
Christine Livingston, Comm. Lib. Coord.- Hoquiam
Rivkah Sass, Community Lib. Coord.- Chehalis
Mike Wessells, Comm. Lib. Coord.- Raymond and South Bend

RIF process

Cancellation of all-staff day (Dec. 11)

Finances:

October financial report

Proration of junior taxing districts
Ilwaco (hospital district)
McCleary (hospital district)

Annexation of Montesano to TRL

Data Phase contract

Buildings:

Search for library facility in Morton area

Apprehension of juveniles re: vandalizing of North Mason
library facility

Meetings:

Public forums

Hoquiam - October 24

Westport - December 2

Randle (White Pass School Board) - December 9

Library Friends

Ocean Park - November 15

Olympia - November 19

Library Boards

Yelm - December 10

Library operations:

Patron registration report

October circulation report

Schedule of library closings

North Beach - October 31

McCleary - December 12

Cosmopolis - December 31

1986 hours of opening

4 Correspondence

- A. 11/01/85 letter from Mayor Jack McGuire, Hoquiam

Opposition to reduction of Hoquiam's hours of opening to 40 in comparison to 60 for Aberdeen and expectation TRL will honor contract which stipulates all libraries must be treated equally.

- B. 11/04/85 letter from Carol Rose, Glenoma

Request that new, mid-Lewis County library be located in Glenoma rather than Morton.

- C. 11/05/85 letter from John & Carolyn Mullenix, Randle

Concern over discontinuation of bookmobile service in Lewis County and reduction of staff hours in Packwood.

D. 11/05/85 letter from Western Library Network

WLN will work with TRL to assess cost saving possibilities and WLN Executive Director would welcome opportunity to meet with TRL Board of Trustees.

E. 11/18/85 letter from Montesano Board of Trustees

Disagreement with two aspects of restructuring--employees reduced to part-time are losing the rights of their seniority and decisions were made without enough local input.

F. 11/19/85 letter from Doug Wyckoff

Notice that TRL Staff Association wants to commence negotiations by January 10 as per contract.

5 Unfinished Business

A. Discussion of proposal to establish a "Book Nook" in McCleary

BACKGROUND: At the October 23 board meeting a delegation from McCleary presented a proposal to maintain a Timberland library in McCleary. Since then various TRL officials have continued to work with the McCleary residents to refine a number of ideas on how to provide library access without an actual library. Meetings held on November 1 and 12 resulted in a proposal for the establishment of a Timberland Book Nook in McCleary to replace the library which will be closed. A description of the project was distributed in advance of this meeting. The project was endorsed by the Mayor and McCleary Town Council on November 13.

RECOMMENDATION: MOTION to approve the concept of Timberland Book Nooks with the intention that such a facility will be established in McCleary on an experimental basis in January 1986.

B. Lease of bookmobile unit to TRL Service Center Friends

BACKGROUND: The TRL Service Center Friends group has proposed using one of TRL's surplus bookmobiles for used book sales throughout the district. The Friends' proposal was discussed at the TRL Board's October 23, 1985 meeting and the Board moved to table the discussion and requested more information be provided at the November meeting.

RECOMMENDATION: MOTION that subject to approval by the State Auditor's office that TRL sell its surplus bookmobile, as is, to the Friends of the Timberland Library for \$1.00 on the condition it be used for the purpose of "mobile" surplus book sales and the proceeds of such sales be used to enhance library services in the Timberland Regional Library service area.

6 New Business

A. TRL policy on grants for planning library buildings

BACKGROUND: On October 23 the TRL Board of Trustees awarded a \$1,000 planning grant to Tenino in accordance with the provisions of its 1974 policy to participate in the cost of planning library buildings. The board needs to reexamine this policy to determine whether the philosophy is still apropos and whether the mechanisms are appropriate. Some modifications were distributed to board members in advance of the meeting.

RECOMMENDATION: Discussion only with follow-up at a later board meeting.

B. Naselle lease agreement

BACKGROUND: TRL's preliminary budget for 1986 includes the elimination of bookmobile service in Pacific County and the establishment of a Timberland library in Naselle. Since this library will be operated on a trial basis, a permanent building is not being contemplated at this time. Instead, the TRL bookmobile will be parked on a site as in Amanda Park and operated as a full-service library. Paul Polillo has worked closely with people in that community to identify the best possible site for the new library. The property which has been identified is in the center of town adjacent to a park and across the street from the post office. The property itself belongs to the Naselle School District. On November 18 the school board approved an agreement to lease the property to Timberland for one year at a rental fee of \$1.00 per year. There is an option to renew the lease in one year increments for four additional years.

RECOMMENDATION: MOTION to authorize the TRL Chair and TRL Director to enter into a Naselle Lease Agreement for property in Naselle to be used as the site of the Timberland Naselle Library.

C. 1986 tax levy

BACKGROUND: In September the TRL Board of Trustees adopted a 1986 preliminary budget of \$4,231,137 and forwarded copies to local government officials. It was anticipated the actual levy dollar amount and levy rate would be set by the board in November/December. It appears the 1986 levy dollar amount will be \$3,681,816. However, it is not possible to establish the final amount or the levy rate at this time because the final assessed valuation of the library district is not available yet.

RECOMMENDATION: No action at this time. The TRL Board of Trustees can establish the levy rate at its December meeting with the understanding the TRL administration, in the meantime,

will inform the appropriate county officials of what that rate will be upon the receipt of the final assessed valuation.

D. Tax anticipation note

BACKGROUND: In June the TRL Board of Trustees authorized the issuance of a \$690,000 tax anticipation note for the purpose of paying district expenses pending the receipt of general district taxes and other revenues. This note will be paid off at the end of December. However, the district's carry-forward balance into 1986 will be insufficient to pay district expenses in January and the other months early in the year.

RECOMMENDATION: No action at this time, but with the understanding the TRL administration will be making arrangements for a tax anticipation note for board action in December.

E. Special December board meeting

BACKGROUND: Prior to the regular board meeting on December 18 the board needs to work together in a shirt sleeve session to finalize the 1986 budget and outline goals with the director. In executive session it also needs to plan strategy for the upcoming labor contract negotiations and to review the arrangements for legal counsel.

RECOMMENDATION: MOTION to hold a special meeting of the Timberland Regional Library Board on Trustees on December __ at ____ p.m. preceded by a shirt sleeve working session at ____ p.m.

7 Other Agenda Items

8 Adjournment