

RECEIVED JUL 23 1986

ABERDEEN TIMBERLAND LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
8 JULY 1986
AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Approval of Bills
5. Unfinished Business
 - A. 1987 TRL Budget
 - B. North Wall repairs
6. New Business
 - A. 1987 City Budget
7. Staff Reports: Windisch, Reynvaan, Peck
8. Board Orientation: Technical Services - Sally Loken, Assistant Director of Public Services
9. Announcements
10. Adjournment

ANNOUNCEMENTS

1. Friday, July 4: INDEPENDENCE DAY HOLIDAY, Library Closed
2. Tuesday, July 8: ABERDEEN LIBRARY BOARD MEETING, Ab. Lib, 4 p.m.
3. Wednesday, July 23: TRL BOARD, South Bend, 6 p.m.
4. Tuesday, August 12: ABERDEEN LIBRARY BOARD MEETING, Ab. Lib, 4 p.m.
5. Wednesday-Friday, August 13-15: PNLA, Vancouver B.C.
6. Wednesday, August 27: TRL BOARD, Centralia, 6 p.m.
7. Tuesday, September 9: ABERDEEN LIBRARY BOARD, Ab. Lib. 4 p.m.
8. Saturday, September 13: LOCAL BOARD BUDGET WORKSHOP, TRL SC.

BOARD OF TRUSTEES
MONTHLY MEETING

8 JULY 1986

CALL TO ORDER

The meeting was called to order at 4:05 p.m. by Board Chair Tom Brennan. Other members of the Board present were Richard Merrick, James Brown and Weedy McCauley. Dorothy Vekich was excused.

MEMBERS PRESENT

STAFF PRESENT

Christine Peck, Sue Reynvaan, Jay Windisch.

GUESTS

Sally Loken, TRL Assistant Director for Central Services

MINUTES

James Brown moved that the minutes of the previous meeting be approved as mailed. Weedy McCauley seconded the motion, motion carried. The bills were then examined by the Board, signed and approved for payment as presented.

BILLS

It was reported to the Board that the shelving had still not arrived for the Salkum mini-library, dates were being rearranged for meetings with the TRL Building supervisors, and that staff was busy getting ready for the TRL Board meeting at South Bend.

TRL BUDGET

The TRL Budget discussion at the TRL Board meeting held in June at the Aberdeen Senior Center would be the basis for the budget session. Tom Brennan asked about the amount for the cash reserve. It was noted that a cash reserve to avoid interest-bearing warrants and other forms of loans should be in the amount of \$800,000.00 to \$1,000,000.00. This is a goal to spread over about a 5 year period. Sally Loken reported that around \$150,000.00 had been set aside for this reserve but then pro-rationing appeared, and the necessary contracts reduced this fund. The TRL Advisory Council retreat was mentioned, and it was noted that the memo from Mary Ann Shaffer of June 25, 1986, reported some recommendations, as well as the 7 points important to Mr. Dickerson, TRL Director.

CASH RESERVE

As a point of information, the Board was told that the WLA report of Will Manley of Tempe, AZ, mentioned that it cost @ \$40.00 per item to support interlibrary loan functions. The Board was informed that there was a descending priority of what to look at first in budget cuts and what to look at "last". It was also noted that in section 4.5 Service Center, p. 3, that the Materials Selection Coordinator position was accidentally left out. Sally Loken noted that it was her impression from the recommendations that staff felt cut "everything before cutting into public service areas". A real problem is not knowing proration contract amounts for a while. This makes the planning process very difficult. It was noted that Pete Spiller, a fire district representative, Mr. Dickerson and Mike Crose, TRL Assistant Director for Finance, will meet. It is possible that the Auditor's Office might go with the interpretation that Fire Districts would have to go back to 50¢ before prorationing would go into effect.

AC RETREAT

ILL COSTS

PRORATION
CONTRACTS

LOCAL GOVERNANCE

\$9.15 LID

Tom Brennan noted that good communication about the budget and financial situation was needed, especially the aspect of the local governance problem, not just the "library" problem. Sally Loken said that there would soon be a group meeting about the "\$9.15 lid problem" in Olympia, and noted that Tom Brennan was correct in that there is a need to be vocal and to have the right information provided. The Board was informed that it was not just TRL, that North Central Regional Library and Ft. Vancouver Regional Library were also having problems with budgets, funding and prorationing, and that the WLA Legislative Committee was meeting frequently. Christine noted that the WLA Legislative Committee needs to give us direction in what to say. Should we continue to contact our legislators on this? Sally Loken noted that time was a problem, and that there was a lot of work to do, and the group's deadline is 1988. Prorationing will probably not be addressed in the next session, but perhaps the "Dollar Bill" would be slated. Christine noted the Coastal Caucus discussion of the problems at a Chamber of Commerce meeting. In fact the "Dollar Bill" would not provide enough money and was overshadowed by prorationing. Sally Loken noted that we should keep in touch with our legislators.

"DOLLAR BILL"

so that they are aware of the effects on TRL and "their library"--include the awareness that this is being worked on, and will be coming up in the future.

Tom Brennan read a response to the letter of the Aberdeen Board received from Doug Sayan from Grapeview, which thanked the Aberdeen Board for their counsel.

PUBLIC RELATIONS Mr. Brennan then had some questions concerning the Public Relations position and marketing ideas proposals. It was noted that this area is very important to Mr. Dickerson, but not a priority to staff. There followed a discussion on PR and Marketing in terms of "who does it?". Sue Reynvaan asked about the Bob Newhart spots on libraries. Mr. Dickerson is trying to inform the press about the budget process. This and the complexity of funding is an enormous chore when trying to educate and inform the public. There are too many intricacies in the set-up. It is not certain what will happen in terms of PR and marketing in TRL.

TRL BOARD MTG.
SOUTH BEND Christine noted that she would be attending the TRL Board meeting in South Bend this month, and encouraged the Board to attend. In response to a question concerning just what are the services of TRL, it was noted that the Welcome to TRL brochure needs to be up-dated. Perhaps such an up-dated form could be sent out with tax statements, as an insert was in Lewis County in an arrangement with the County Treasurer's Office.

BUILDING
NORTH WALL Christine reported on the proposal from McCullough's concerning the pressure washing, tuck pointing and waterproofing of the leaking north wall of the Aberdeen Library. It was noted that this should be done about every five years. The proposal for the north wall would be about \$1,780.00 plus sales tax. About \$500.00 of that is materials. Christine noted that the east and south walls would be between \$3,500.00 and \$4,000.00. At least the \$1,780.00 has to be done to correct the leaking north wall. It was noted that there was to be a touch-up of the high traffic areas of the interior, including painting and cleaning. There was not enough money for the entire touch-up project, so that amount could be used for the north wall treatment instead. The Friends of the Library were going to fund the front "interior" replanting. Weedy McCauley moved that the Board go with McCullough's proposal and product selection. James Brown seconded the motion, motion passed.

TOUCH-UP PROJ.

5 YR BLDG. PLAN Richard Merrick asked if we had a five year plan for the library building? He noted that in response to Christine's mention of the roof and heat pump system replacements coming up, we need to announce that X amount of dollars will have to be spent in 2 years and in 4 years. This needs to be done for the building.

BOARD LETTER Weedy McCauley said that she needed signatures from the members for the letter that would be going to Paul Fuhrer in appreciation of the special services rendered.

1987 BUDGET Sue Reynvaan asked about the water stain on the interior of the north wall. This would have to be addressed in the 1987 budget.

STAFF REPORTS Jay Windisch handed out a written reference report and noted that there was nothing to add. Sue Reynvaan reported that it has been busy with Summer Reading Club activities and programs. Christine noted that there was nothing further to add to her written report.

BOARD ORIENTATION

SALLY LOKEN,
CENTRAL SERV. Sally noted that she was delighted to be here to discuss the central and technical services in TRL. Sally noted that her title, Assistant Director, Central Services, did not say "Technical Services", as the concept was much broader, in that the responsibilities covered system functions. The Service Center is not just a Business Office or Graphics center, but also does many

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MATERIALS

processes like any library, plus some specifics to TRL. In describing what we do, Sally noted that book and material selection is done centrally. The selected materials are acquired, received, paid for, cataloged, processed, and delivered to the library outlets, and that the catalog is maintained.

COLLECTION MAINT.

Service Center staff work with the collection as a whole, also, not just the new materials. There are also the "holes" to be dealt with, such as gaps in the collection, items checked out and never returned must be dealt with, and materials that have just "walked out the door": A large percentage of energy and resources go into collection development and maintenance. Sally also described the rotation of new materials in TRL and the Automatic Transfer routines, and that these processes are always being looked at in terms of cost effectiveness and patron benefit. The juvenile materials are now also rotated. A fiction title with five TRL copies, should rotate through all TRL libraries in a year if circulated copies return on time. Sally noted that Mr. Dickerson is concerned with the demographic assignment of new TRL books and materials, and that the definition of "new" needs to be worked on. The attempt is to make the collection available to everyone in TRL, and the big question is how to do this most effectively. Sally reported that there are discussions and explorations into different formats of materials, such as paperback, hardbound, CD ROM, Audio-visual, etc. The Central Request system was described, noting it had been done manually and was now automated with a custom designed program for TRL by a staff member, which was an electronic mailbox type thing. The district-wide courier service was also described. Sally also mentioned the Service Center role in administering the LIRN project and the Central Storage of Materials.

ROTATIONS

DEMOGRAPHIC
ASSIGNMENT

FORMATS

CENTRAL REQ.

COURIER SERVICE

INTERLIBRARY
LOANS

Interlibrary Loans is another function handled centrally at the Service Center. This provides access to other libraries' holdings for TRL patrons, such as for genealogy materials not owned by TRL. Last year TRL patrons requested 8,400 titles on interlibrary loan; 5,600 interlibrary loans requested of TRL were filled. All requests for interlibrary loan are reviewed, the information is verified, a decision is made as to consider for purchase by TRL or inter-library loaned from another library district.

PERIODICALS

Service Center also orders, catalogs and manages the periodical collection and audio-visual materials collection. Patron registrations are housed at the Service Center, and patron problems are also handled there. Serious mends (which are now back-logged!) are done at SC, and also materials determined to be bound are handled at SC. Sally also noted the physical processing of new books at the SC.

PATRON REG.

MENDS/BINDERY

ALA EXHIBITS

Sally started to discuss the documentation and training and technology, but noted that this was really subject for another orientation. Sally reported that the American Library Association Conference she attended was very upbeat, and that the exhibits for materials and vendors was really immense. Sally briefly described the situation with Dataphase, explaining the contract and the testing needed and the conditions of the contract acceptance by the CALS consortium, of which TRL is a part.

DATAPHASE

Tom Brennan thanked Sally for her talk, and noted that he would like to have a Board Orientation session on the technology aspect of TRL and Central Services.

ANNOUNCEMENTS

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ADJOURNMENT

There being no further business of the Board, Weedy McCauley moved that the meeting be adjourned. James Brown seconded the motion, motion passed. The meeting was adjourned at 6:13 p.m.

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