

ABERDEEN TIMBERLAND LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
12 AUGUST 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. 1986 City Budget
 - C. 1987 City Budget
6. New Business
7. Staff Reports: Windisch, Reynvaan, Peck
8. Announcements
9. Adjournment

ANNOUNCEMENTS

1. Tuesday, August 12: ABERDEEN LIB. BOARD MTG., Ab. Lib. 4 p.m.
2. Wednesday-Friday, August 13-15: PNLA, Vancouver B.C.
3. Wednesday, August 27: TRL BOARD MTG., Centralia Library, 6 p.m.
4. Monday, September 1: LABOR DAY HOLIDAY, Library closed.
5. Monday, September 8: ABERDEEN FRIENDS MTG., Ab. Lib., 7 p.m.
6. Tuesday, September 9: ABERDEEN LIB. BOARD MTG., Ab. Lib. 4 p.m.
7. Saturday, September 13: LOCAL BOARD WORKSHOP, TRL Service Center
8. Wednesday, September 24: TRL BOARD MTG., TRL Service Center, 6 p.m.

ABERDEEN TIMBERLAND LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING

12 AUGUST 1986

CALL TO ORDER The meeting was called to order by Vice-Chair Dorothy Vekich. Other members of the Board present were James Brown and Richard Merrick. Weedy McCauley had notified Chris that she would be a little late, and Tom Brennan was excused. The meeting commenced at 4:10 p.m.

MEMBERS PRESENT

STAFF PRESENT Christine Peck, Jay Windisch

MINUTES James Brown moved that the minutes be approved as mailed, seconded by Richard Merrick. Jay Windisch pointed out that Mike Crose had been mentioned as the Assistant Director, Financial Services. His correct title is Assistant Director, Management Services. The minutes were approved.

BILLS The bills were examined by the Board and signed for payment. Mr. Brown made the comment that the insurance rates were up regardless of tort reform. Chris noted also that this insurance was just for the "shell" of the Aberdeen Library, not any interior furnishings or equipment. It was reported that the coverage for furnishings, etc., should be around \$2,000.00, which will be reflected on another insurance bill. The shell is insured for \$1,257,000.00, which seems somewhat low. Chris also noted that "tort" coverage was through the City of Aberdeen.

INSURANCE RATES

INSURANCE COVER.

UNFINISHED BUSINESS

1987 TRL BUDGET Christine reported that the preliminary proposal for staffing and hours for 1987, appeared to reflect probability, except that the Youth Services Coordinator position may be reconsidered. It was not certain yet how the "in and out of building" hours would work for the Childrens Librarians. The staff and hours cuts for Aberdeen, Centralia and Olympia would most likely take place. Chris noted that she does not know what changes might be planned for other TRL libraries. It was noted that staffing allowed for the WATS line would be reduced from 60 to 28 hours/week. Chris told the board that Aberdeen and Centralia were be considered on a par other than the WATS line, but that the magazine collection, Washington State Documents Collection and a very high XCR list make a difference in staff time.

YS COORDINATOR

STAFF/HR CUTS

WATS LINE STAFF

AB COLLECTIONS

TRL/INDEPENDENT LIB. EXPENDITURE There followed general discussion concerning the July 21, 1986, memo from Sally Loken, Assistant Director, Central Services, on comparison library expenditures of Grays Harbor area TRL libraries and some other independent city libraries in Washington State, such as Anacortes. The Board engaged in general discussion of service areas, staff hours and the use of certain types of circulation and population statistics to determine library service levels. Chris reported that a planning process would be started up again after the preliminary budget is adopted. The Board expressed an interest and a concern about this, reflecting upon the amount of work that went into Output Measures with no results that they could see. Richard Merrick, noting that as a Board responsible for a building and needing a statistical understanding of what is actually happening in the library to determine the best decisions about the building, moved that once a year TRL will use a formal system to obtain some comparative measures that will, over a time, show what is going on in each TRL building. James Brown seconded the motion, motion carried. It was then decided that this should be communicated to the TRL administration and Board. Richard Merrick said that he would draft a letter which would be submitted for revision and/or approval. The Aberdeen Board was very concerned about the value/validity of the upcoming planning process. They were reluctant to put such time and energy in such a process if the whole thing is rejected or not used again. The Board also noted in their discussion that they were more interested in actual transactions in the building than in circulation or demographic figures.

PLANNING--TRL

OUTPUT MEASURES

MOTION FOR TRL SYSTEM MEASURES

LETTER TO TRL

BUILDING TRANS-ACTIONS

AB HOURS OPEN Chris discussed with the Board three alternatives for open hours for the

CONSISTENCY

Aberdeen Library in 1987. After considering the advantages and disadvantages of the proposed hours open alternatives, the Board urged for consistency in the hours open as much as possible. Weedy McCauley noted the absolute confusion when the Salem, OR, library went through a budget crunch and adopted greatly varying hours and days open. She did not want to see the local area patrons try to cope with such a schedule.

REVENUE ENHANCEMENTS

Chris noted that in such times, revenue enhancements were seriously considered. Along this line, Chris told the Board that she thought it was much easier to garner public support for funding materials than for staffing hours. The Board then had a general discussion about the philosophy of staff, materials and patrons of the library. A concern was just what is the mission of the library, and is this going through a dramatic change. Chris took this time to

LIB. MISSION

remind the Board that the TRL Board would be meeting at 6:00 p.m. at the

TRL BD. MTG @ CE

Centralia library for another budget work session, with their monthly meeting immediately following the session at 7:30 p.m. Chris also noted that the Aberdeen Board would be meeting on September 9, 1986, for their regular monthly meeting, and that the TRL workshop for boards would be on Sept. 13, a

TRL BD. WORKSHOP

which time they would discuss the preliminary budget for TRL. Chris also passed out the information about the WILL Workshop, with an article attached, "The Future of the Public Library" by Marilyn Gell Mason, one of the WILL Workshop speakers.

WILL WORKSHOP

1986-87 CITY BUDGET

Chris distributed to the Board a paper on which there was a draft of the 1987 Aberdeen Library budget. It was noted that the contract fee would be up due to a change to 47.7¢/1,000. The Board discussed lid limits, devaluation and the budgetary impacts. Chris pointed out that there would be no increase in monies, but that there would be about \$1,000.00 left from the insurance budget. Perhaps they should have one other wall waterproofed this year. The Board felt that a priority was the continued waterproofing, so it was decided that the east wall should also be waterproofed this year, along with the north wall.

CONTRACT FEE

WATERPROOFING- EAST WALL

5-YR BLDG. PLAN PAINTING

At this time, the Board discussed a 5-year building plan. Perhaps some repainting in the high traffic areas in 1987? Chris noted that the City Hall and the Aberdeen library were in about the same state in terms of a roof and heat pump system. Since it cost \$27,000.00 for the roof of the fire station, a smaller building, it has been discussed as going on a maintenance bond issue. This topic is now under discussion and consideration with the City.

ROOF/HEAT PUMPS

INTERIOR DESIGN/ RECARPETING

1990 might be the time to schedule the redesign and recarpeting of the library interior.

RELAMPING

Richard Merrick asked about relamping, and Chris replied that it should occur around December 1989.

FRONT PLANTERS- FRIENDS' PROJ.

Chris noted that the Friends have a project for the replanting of the front planters. The Board then entered into a discussion about the design of the front entryway. Richard Merrick expressed concern about the front glass door and the lack of an air-lock situation for the front entrance. Richard Merrick moved that Chris look into the situation, Weedy McCauley seconded the motion. Motion carried. It was mentioned that this could possibly be considered with the roof and heat pump system. Chris said that she would discuss the front gate and door situation with the City Engineer.

FRONT ENTRY DOOR SITUATION

ADJOURNMENT

There being no new business and nothing further to add to the written staff reports, Weedy McCauley moved that the meeting be adjourned. James Brown seconded the motion, motion carried. The meeting was adjourned at 6:17 p.m.

