

ABERDEEN TIMBERLAND LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
9 DECEMBER 1986

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AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Approval of Bills
5. Unfinished Business
A. 1987 Goals & Objectives
6. New Business
7. Staff Reports: Windisch, Peck
8. Announcements
9. Adjournment

ANNOUNCEMENTS

1. Saturday, December 6: AB CITY BUDGET HEARING, Ab. City Hall
2. Tuesday, December 9: AB LIBRARY BOARD, Ab. Library 4 p.m.
3. Wednesday, December 17: TRL BOARD MEETING, TRL SC, 7:30 p.m.
4. Wednesday-Thursday, December 24-25: CHRISTMAS HOLIDAY, library closed.
5. Wednesday, December 31: NEW YEAR'S EVE, Library closes at 6 p.m.
6. Thursday, January 1: NEW YEAR'S DAY, Library closed
7. Tuesday, January 13: AB LIBRARY BOARD, Aberdeen Library, 4 p.m.
8. Thursday, January 29: LIBRARY LEGISLATIVE DAY, State Capital, Olympia

ABERDEEN TIMBERLAND LIBRARY
BOARD OF TRUSTEES
MONTHLY MEETING
10 DECEMBER 1985

CALL TO ORDER

The meeting was called to order at 4:10 p.m. by Board Chair Weedy McCauley. Other members of the Board present were James Brown, Dorothy Vekich, and Richard Merrick. Tom Brennan was excused.

MEMBERS PRESENT

STAFF PRESENT

MINUTES

Christine Peck, Sue Reynvaan

Dorothy Vekich moved that the minutes be approved as mailed. Richard Merrick seconded the motion, motion passed.

BILLS

The bills were examined by the Board, approved in the amount of \$45,812.96, and signed for payment.

UNFINISHED BUSINESS

JANITORIAL SERVICE

Christine explained that Dave Foscue, the City Attorney, felt the written job duties list and verbal agreement made between Rosalie Spellman and Paul Fuhrer is sufficient. It is up to the Board to decide if it wants a formal written contract with ABC Janitor Service. The Board decided that it is not necessary at this time, but it may reconsider if and when Mr. Fuhrer retires.

NEW BUSINESS

ABERDEEN GOALS
AND OBJECTIVES

Christine handed out copies of a draft of Aberdeen TRL Goals and Objectives for 1986, and went over the document item by item. The Board discussed several items. There are boxes of local history clippings on the balcony, and no staff to organize it into a useful collection. Christine hopes to get volunteer help, either from individuals or groups, and/or get grant assistance, perhaps employing a student under an internship of field work experience to do this work. The collection is important to the community, and there is no other local agency that gathers this type of information. There is also a music collection that was donated to the Aberdeen Library that is not organized in any useful manner. The library also has the James Mason Memorial money (in excess of \$5,000) designated for art materials. Christine would like to get local art professionals to assist in evaluating the existing art book collection and in selecting new material for the library. Some of the money will be used to purchase original art work. Christine explained that collection development is an ongoing task and entails annually weeding and evaluating the entire library collection. Jim Brown questioned the probability of meeting this goal in light of staff reductions due to the restructuring. Christine stated that collection development is of high priority and that staff will try to meet this goal. It is important to have it on record as a goal the library attempts to attain. Christine elaborated on staff training. There will be ongoing staff training as needed, particularly in the following areas: computer use (ALIS), reference, telephone usage, and online data bases. Jim Brown asked if there is currently a staff manual and Christine explained that Aberdeen TRL has written telephone procedures, and there is a TRL employee handbook of policies as well as various other manuals (ALIS, Procedures). Christine mentioned while telephones were being discussed, that TRL is purchasing telephone answering machines for each branch, to be in use during closed hours.

LOCAL HISTORY

MUSIC COLLECTION

STAFF TRAINING

FACILITIES

Under III Facilities, Christine explained that some of these items are in the 1986 budget, while others are areas of concern and need for awareness. Christine mentioned the possibilities of sometime in the future hiring an interior designer, and also stated that Mr. Dickerson has had experience redesigning library interiors. Jim Brown noted that the entry way gallery panels are only bolted down and could be moved, as well as the glass panels in the entrance.

INTERIOR DESIGN

HANDICAP ENTRANCE

If these were removed completely we would lose a considerable amount of shelving. Christine mentioned that research will have to be done to see if this building meets the handicap access requirements. The public bathrooms are questionable. There is a real need to explore parking possibilities, and to be aware of downtown redevelopment planning. It was suggested by the Board that three goals listed under Facilities be moved to Section I, collection development: A. Signage, E. Booklet with floor plan and G. Installation of a map of the library floor plan in the library entrance. (These pertain to Aberdeen Timberland Library Goals and Objectives--1986 handed out at the meeting on 12-10-86).

PARKING

LIBRARY PROMOTION

Under Library Promotion, Section IV, Dorothy Vekich, commented on how hard the microfiche catalog is for many people to use. The Board discussed the unfeasibility of ever going back to a traditional card catalog, as well as the possibility of an on-line catalog sometime in the future. Dorothy suggested having some sort of training in use of the microfiche.

STATE LIBRARY LOBBYISTS

Christine discussed the need to keep abreast of state and federal issues that impact libraries. Dorothy Vekich requested the names of the WLA lobbyist, which Christine will get for her.

BOARD ORIENTATION

The Board recommended to hold Board Orientation over to next month because of the late hour.

STAFF REPORTS

COLLEGE NIGHT YA PROGRAM

Sue reported on a Young Adult College Night program scheduled for Thursday, January 23 from 7-8:30 p.m. Jim Fenton, Financial Aid Coordinator from Grays Harbor College will be here to answer questions regarding Financial aid for school and college applications. The Board suggested sending publicity about the program to the Employment Security Office, DSHS, as well as high schools.

PARENT SHELF

Sue also noted that the Parent Shelf is in the Children's Room and handed out a new booklist on gift books for Christmas.

1986 STAFFING LEVELS

Christine discussed staffing levels for 1986. The RIF procedures are completed, and bumping is just about over. In Aberdeen all positions are filled except 2 1/2 time reference positions, which should be filled within the week. Whomever is hired will need to be trained. The Board asked if any Aberdeen staff will be unemployed January 2. Christine explained that all Aberdeen staff have jobs within TRL, but some having lost hours and/or had their ranges lowered and in some cases raised. Jim Brown asked if staff morale will be affected and both Christine and Sue agreed that it already has.

TRL ORGANIZATIONAL CHART

Christine handed out a TRL organizational chart and discussed it explaining some of the changes that have occurred because of the restructuring.

RELAMPING

Christine mentioned that the relamping is not done because the bulbs have not arrived.

ADJOURNMENT

The meeting was adjourned at 5:50 p.m.