

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES ANNUAL MEETING

Service Center
415 Airdustrial Way S.W., Olympia, WA 98501

Wednesday, January 27, 1988

7:30 p.m.

A G E N D A

AGENDA ITEM
NO.

1 Oath of Office

As the new library trustee from Lewis County, William H. Lawrence of Centralia will recite the following oath:

"I will faithfully and impartially discharge the duties of Trustee of the Timberland Regional Library to the best of my ability."

2 Approval of Minutes

RECOMMENDATION: MOTION to approve the minutes of the TRL Board of Trustees regular meeting of December 16, 1988, as distributed.

3 Vouchers

BACKGROUND: Payroll related warrants for December 1987 totaled \$208,118.19; other December expenditures following the December 16 board meeting totaled \$86,803.13. January 1988 expenditures totaled \$164,796.71.

RECOMMENDATIONS: (1) MOTION to approve vouchers No. 24917 through No. 24940 for December 1987 in the amount of \$86,803.13.

(2) MOTION to approve vouchers No. 24941 through No. 25111 for January 1988 in the amount of \$164,796.71.

4 Reports

A. Library Director - Lon Dickerson

-- December & 1987 circulation

-- December & 1987 revenues and expenditures

-- Employee classification & salary plan

-- 1988 legislative session

-- Confidential nature of library circulation records

-- Publications of note

Croese, Michael A. "Rural Library Funding in Washington State." ALKI, v. 3 (December 1987), pp. 92-95.

Moore, Mary Y. "Fax It To Me: A Library Love Affair." AMERICAN LIBRARIES, v. 18 (January 1988), pp. 57-59.

B. TRL Planning Task Force - Carolyn Dobbs/Lon Dickerson

C. Board Retreat - Jean Davies, Doris Fourre, and Helen Timm

5 Correspondence and Public Comments

6 Unfinished Business

A. 1987 Final Budget

BACKGROUND: The resolution revising the 1987 Operating Budget which was adopted in December reduced the amount for books & materials when, in fact, the original amount had already been encumbered.

RECOMMENDATION: MOTION to adopt Resolution 88-01 revising the 1987 Operating Budget.

7 New Business

A. Approval of Vouchers for Payments

BACKGROUND: When the library receives an invoice or bill, it can take up to seven weeks to mail the payment. Such a delay results from the practice of approving bills only at the monthly meeting of the library board and mailing checks at the end of that month.

This delay can create cash flow problems on many vendors. It also results in finance charges for the district and/or the loss of discounts which some vendors offer for prompt payment.

It is proposed that the the library director and the assistant director for management services be authorized to approve vouchers for immediate payment in some circumstances.

RECOMMENDATION: MOTION to adopt Resolution 88-02 authorizing the Library Director and the Assistant Director, Management Services, to approve vouchers for payment of library purchases and superseding Resolution No. 79-12.

B. Hoquiam Planning Grant Request

BACKGROUND: Resolution No. 24 adopted in 1974 provides that TRL may provide grants of up to \$1,000 to cities within TRL for the planning of library buildings.

The City of Hoquiam has retained the architectural firm of Tonkin/Koch to prepare architectural drawings and a model for a remodeled and enlarged Hoquiam Timberland Library. Hoquiam would use the \$1,000 planning grant to hire a library building consultant to work with the architect on this project. This fall the voters in Hoquiam will be asked to approve a library bond issue. It was anticipated this request would be received prior to this meeting, but that did not happen. The request can be acted on at the February meeting instead.

RECOMMENDATION: No action at this time.

8 Other Agenda Items

9 Adjournment