

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

January 25, 1989

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M I N U T E S

BOARD MEMBERS PRESENT:

Karen Herrell, Chair - Grays Harbor County
Jean Davies - Pacific County
Carolyn Dobbs - Member-at-Large
Doris Fourre - Thurston County
Jean Haakenson - Member-at-Large
William H. Lawrence - Lewis County
Helen Timm - Mason County

STAFF PRESENT:

Lon R. Dickerson, Director
Michael A. Crose, Assistant Director, Management Services
Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Diane Johnson, Community Information Coordinator
John Keplinger, Technical Services Assistant
Dianne Loomis, Central Services Specialist
Linda Marsh, Acquisitions Specialist
Kitty Schiltz, Community Librarian, South Mason
Ruth Stout, Acquisitions Specialist
Carole Watson, Courier, Service Center

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Jim Cockrell, Olympia Library Board
Helen Hepp, Montesano Library Board
Ann Yearsley, Montesano

Chair Karen Herrell called the meeting to order at 6:30 p.m. The Board immediately went into Executive Session to discuss personnel. The regular meeting reconvened at 7:50 p.m.

AGENDA ITEM
NO.

1 Approval of Minutes

89-1 JEAN HAAKENSON MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 21, 1988, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. JEAN HAAKENSON, DORIS FOURRE, CAROLYN DOBBS, JEAN DAVIES, HELEN TIMM, AND KAREN HERRELL VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED BECAUSE HE WAS NOT PRESENT AT THE DECEMBER 1988 MEETING. MOTION CARRIED.

2 Vouchers

89-2 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 27259 THROUGH NO. 27278 FOR DECEMBER 1988 IN THE AMOUNT OF \$73,664.15; JEAN HAAKENSON SECONDED THE MOTION.

- 2 Mr. Crose stated most of these vouchers are for materials and equipment expenditures which came in after the Board's December meeting. Voucher No. 27277 to Morris Goodwin in the amount of \$1,200 is for the kiosk being built in Rainier. Voucher No. 27263 in the amount of \$23,722.12 is for the security system and associated supplies for the Olympia library.

MOTION CARRIED UNANIMOUSLY.

- 89-3 JEAN HAAKENSON MOVED TO APPROVE VOUCHERS NO. 27258 AND NO. 27279 THROUGH NO. 27502 FOR JANUARY 1989 IN THE AMOUNT OF \$152,773.75; DORIS FOURRE SECONDED THE MOTION.

Mr. Crose noted there are a number of vouchers to staff in the amount of \$5.12 which is for reimbursement of lunch at the December 7, 1988 all-staff day. There are several maintenance vouchers included since many maintenance contracts are due in January for the fiscal year.

MOTION CARRIED UNANIMOUSLY.

- 89-4 CAROLYN DOBBS MOVED TO APPROVE WARRANTS NO. 1095 THROUGH NO. 1198 FOR 1984 FICA REFUND CHECKS IN THE AMOUNT OF \$21,286.52; HELEN TIMM SECONDED THE MOTION.

Mr. Crose said the Social Security Administration determined a number of TRL employees were not eligible to be covered under the Social Security portion of FICA. In TRL, those employees include pages and substitutes. Therefore, TRL is required to make refunds to these employees for 1983 through 1985. The Social Security Administration has refunded both the employee's portion and the employer's portion. The Social Security Administration also paid interest on these funds.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

1988 circulation

Mr. Dickerson said TRL received the corrected September circulation figures and that month's report is included in the Board's packets. Also included is the December circulation report and the 1988 circulation report. The district's 1988 circulation is 9% higher than the 1987 circulation and the total circulation of 2,229,789 is a record high for the district. Fifteen libraries set new circulation records in 1988: Centralia, Elma, Ilwaco, Lacey, Mountain View, Naselle, North Mason, Oakville, Ocean Park, Olympia, Packwood, Salkum, Tenino, Westport and Yelm.

The Board went into Executive Session at 8:00 p.m. for the purpose of hearing three grievances. The regular meeting reconvened at 9:35 p.m.

7 Other Agenda Items

A. Grievance Appeals

89-5 CAROLYN DOBBS MOVED THAT TIMBERLAND REGIONAL LIBRARY'S ATTORNEY CONTACT THE STAFF ASSOCIATION'S ATTORNEY IN ORDER TO DISCUSS FURTHER ISSUES RAISED BY THE GRIEVANCES TONIGHT AND TO ACHIEVE RESOLUTION OF THESE GRIEVANCES. THIS CONTINUED DISCUSSION MAY INCLUDE CONTACT WITH THE KENNY CONSULTING FIRM. JEAN HAAKENSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

3A Registered borrowers

Ms. Loken referred to the reports of patron statistics for 1988. Of the 149,208 registered borrowers, 147,449 live within TRL's service area which is 48% of the total population registered. This is a 4% increase over 1987, although the population increased only 2%. Ms. Loken noted that there are a lot of families which use the same card. Institutional registrations increased 242% because of a letter which was sent to schools in the TRL area. Those geographic areas which have 60% or more of their population registered are Elma, Montesano, Westport, Lacey, Olympia, Tenino and Yelm. Those areas with particularly large increases over last year are Elma, 13%; Naselle, 93%; Ocean Park, 17%; Mountain View, 109%; and Salkum, 74%. Libraries with particularly high increases in new registrations are Mountain View, 78%; Naselle, 31%; Tumwater, 29%; Montesano, 25%; Yelm, 24%; Lacey, 22%; Hoquiam, 14%; and North Mason, 14%. There are fewer patrons than a year ago in the 14-17, 25-34, and 75+ age groups.

Mr. Lawrence asked how these statistics impact the planning for services. Ms. Loken said it depends on what staff is looking for and what trends are being followed. Ms. Shaffer said, for instance, if staff sees an unusually high number of patrons in the preschool age groups, they will make sure the collection meets that need. Ms. Johnson said she uses these statistics in planning publicity for library programs, particularly with the school age population.

December and 1988 revenues and expenditures

Mr. Crose said TRL budgeted \$5.7 million in new revenue in 1988 and ended up with \$2.457 million carryforward into 1989. Expenditures for 1988 were budgeted at \$5.6 million and there have been several transfers to reserves. If TRL allocates 20% of new revenue into 1989 carryforward, that will be \$1.42 million in reserves which leaves \$400,000 unallocated. The bulk of that was a windfall in property tax collections the last half of the year. Mr. Crose said he has discussed with Mr. Dickerson in concept where these funds may be allocated, but that concept has not been solidified.

Department of Revenue rules for prorationing

Mr. Dickerson said that because of possible changes in the rules governing the application of the prorationing process, there was the possibility a few days ago that TRL could have lost \$1 million primarily to fire districts. He said he and Mr. Crose spent considerable time with this probability and he is happy to report that TRL will not face any loss of income in the prorationing process.

3A 1989 legislative session

Mr. Dickerson said several staff and board members plan to attend Library Legislative Day on January 26. He referred to a list of legislative priorities established by the Washington Library Association. He will be reviewing bills in his Director's memos. Mr. Dickerson said all Board members should be receiving the "Olympia Report" and if they are not, he urged them to sign up for it.

B. Library Board

Board retreat date and agenda

The Board agreed to meet for a retreat on March 1, at 4:00 p.m., at a place to be determined by the Board Chair (Tyee Hotel). The Chair and the Director will draw up an agenda.

Planning ad hoc committee meeting date and agenda

The planning ad hoc committee will meet on February 10, 9:00 a.m., at the Montesano library.

Upcoming state and national meetings

Ms. Herrell said the last "American Libraries" magazine has preliminary information about the ALA conference in Dallas, Texas, June 23-27. Ms. Johnson said there will be a pre conference on library systems which only happens every 10 years.

The WLA conference is scheduled April 26-29 at the Red Lion Inn, Sea-Tac.

The PNLA conference is scheduled August 16-19 at Coeur d'Alene, Idaho.

4 Correspondence and Public Comments

A. Confirmation of Doris Fourre's reappointment

Ms. Fourre's appointment to a second term on the TRL Board has been confirmed by County Commissioners from all five counties.

B. Recognition of Doris Fourre

89-6

BILL LAWRENCE MOVED TO EXPRESS THE BOARD'S THANKS AND APPRECIATION TO DORIS FOURRE FOR HER OUTSTANDING JOB AS CHAIRPERSON OF THE BOARD DURING 1988; HELEN TIMM SECONDED THE MOTION. BILL LAWRENCE, HELEN TIMM, JEAN DAVIES, CAROLYN DOBBS, JEAN HAAKENSEN, AND KAREN HERRELL VOTED IN FAVOR OF THE MOTION; DORIS FOURRE ABSTAINED. MOTION CARRIED.

Ms. Fourre said she attended the City of Lacey's kick-off campaign to raise funds for the new Lacey library. She was impressed with the amounts already pledged, including the North Thurston Library Association (\$50,000), Lacey Police Guild (\$1,000), and city union employees (\$350 and plans to pledge more).

4 C. Correspondence

Lacey Mayor Kay Boyd wrote a letter in support of TRL's partnership program for library facilities. A letter was received from Louis Hough (Friends of the Libraries of Southern Pacific County) concerning staffing levels at Ilwaco. Ms. Davies said she would like to discuss the letter from Ilwaco at the Board's retreat on March 1.

D. Certificates of Appreciation

Elizabeth Adams of Montesano and Zora Pratt of Lacey will complete their second terms on their respective boards in February 1989. Certificates of Appreciation have been prepared for them.

Ms. Fourre suggested the Lacey group which has done so much for so many years for the Lacey library be given a Certificate of Appreciation. Ms. Johnson said it may be appropriate to wait until the fund raising campaign has been completed as she is sure there will be other groups TRL may wish to recognize.

Mr. Lawrence said he presented the Certificate of Appreciation to Nancy Duffy who served on the Centralia library board. She requested he extend her thanks to the Board.

5 Unfinished Business

A. Timberland South Mason Library

At the Board's December 21, 1988 meeting, there was discussion on what to do with the South Mason library building and property. The Board requested this issue be placed on tonight's agenda. Mr. Crose requested the Board postpone discussion of this matter until he has had an opportunity to put together some financial information for the Board's review.

B. Administrative Guidelines for TRL Partnership Program for Library Facilities

Mr. Dickerson said the Board received the administrative guidelines for TRL's partnership program for library facilities at its December meeting. The guidelines have been widely distributed to staff and city officials throughout the district requesting their input. Mr. Dickerson said he has received many comments about how great the program is, but has received no suggestions for changes to the guidelines. TRL's attorney suggested that the Board not officially adopt the guidelines but that they be administratively managed. Board members felt comfortable with having these guidelines administratively managed. The Board will be making the final determination of who gets any funds after application.

6 New Business

A. Fire Protection Fee

Lewis County Fire Protection District No. 10 in Packwood has requested that TRL pay a \$900 fire protection fee for 1989 for the Packwood library. The fee the fire protection district is charging is equivalent to a \$1.50 property tax levy against an assessed valuation of \$600,000

6A (the property is valued at \$112,800). Mr. Dickerson said he does not think the fire department has come up with criteria on how this fee should be assessed. Statutes indicate fire districts do have the right to collect fire protection fees, but this is the first time TRL has been requested to pay such a fee. Ms. Dobbs said if the fire protection district is available to protect TRL's property, she thinks TRL has an obligation to contribute to that protection. Ms. Haakenson agreed if fire districts have the right to collect a fee, they should, but they should not be able to charge an arbitrary figure. She requested further review of this matter by staff and that it be brought back to the Board again. Ms. Herrell said this will happen in other places and she asked what the impact to TRL would be. Mr. Dickerson said it would be only on buildings which TRL owns. Mr. Crose said he will develop more information for the Board. He thinks it is reasonable for this fire district to request this fee, but not at \$900. He said TRL should not have to pay more than other taxpayers. Ms. Dobbs requested this topic be placed on the February Board meeting agenda.

B. Spring meeting dates and locations

89-7 CAROLYN DOBBS MOVED TO CHANGE THE DATE OF THE MARCH 15 MEETING TO MARCH 22; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

89-8 CAROLYN DOBBS MOVED TO HOLD THE BOARD'S MARCH 22 MEETING IN NASELLE; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The Board agreed to accept an invitation to meet in Yelm on May 24.

C. Property for new Naselle Timberland Library

The Board went into Executive Session at 10:35 p.m. for the purpose of discussing acquisition of real estate. The meeting reconvened at 10:46 p.m.

89-9 JEAN DAVIES MOVED TO AUTHORIZE MICHAEL CROSE, AS AGENT FOR TIMBERLAND REGIONAL LIBRARY, TO PROCEED WITH PROPERTY PURCHASE AT NASELLE, WASHINGTON, FOR AN AMOUNT NOT TO EXCEED \$15,000; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The Board's next regular meeting is scheduled February 22, 1988, 7:30 p.m., at the TRL Service Center.

There was no further business and the meeting adjourned at 10:48 p.m.

Karen A. Herrell
CHAIR

L. R. Dill
SECRETARY