

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Naselle-Grays River Valley High School Library
Naselle, Washington

March 22, 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
William H. Lawrence - Lewis County
Helen Timm - Mason County

BOARD MEMBER EXCUSED:

Jean Haakenson - Member-at-Large

STAFF PRESENT:

Lon Dickerson, Director
Mary Ann Shaffer, Assistant Director, Public Services
Michael A. Crose, Assistant Director, Management Services
Diane Johnson, Community Information Coordinator
Corene Jones-Litteer, Community Librarian, Ocean Park/Ilwaco
Sally Nash, Community Library Supervisor, Naselle
Sherrill Peterson, Library Assistant, Naselle
Ann Saari, Library Associate, Ocean Park/Ilwaco
Michael Wessells, Community Library Coordinator, Raymond/South Bend

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Marjorie Beard, Ilwaco Library Board
Clark Bevington, Raymond Library Board
Jerry Black, Naselle
Peggy Bosse, Naselle
Josie Eastham, Naselle
Bobbitt Hall, Naselle
Ruth Hill, Naselle
Clayton Hjelt, Naselle Friends of the Library
Merna Hjelt, Naselle Friends of the Library
Louis H. Hough, Friends of the Libraries of Southern Pacific County
Louise H. Hunter, Naselle
Scott Johnson, Naselle Friends of the Library
Cathy Maxwell, Naselle
Ann Musche', Naselle Friends of the Library
Ron Nelson, Naselle Friends of the Library
Paul Polillo, Naselle
Bob Pyle, Grays River
Thea Pyle, Naselle Friends of the Library
Alan Richards, Naselle Friends of the Library
A. J. Richardson, Naselle Friends of the Library
Carolyn R. Simukka, Naselle
Bill Timm, Union
Rex Ziak, Naselle

Chair Karen Herrell called the meeting to order at 7:35 p.m.

1 Approval of Minutes

89-14 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 22, 1989, AS DISTRIBUTED; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Vouchers

89-15 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 27659 THROUGH NO. 27843 FOR MARCH 1989 IN THE AMOUNT OF \$378,180.22; BILL LAWRENCE SECONDED THE MOTION.

The following vouchers were reviewed:

No. 27659 to Dynix, Inc. in the amount of \$116,972 is the downpayment on the new automated circulation and inventory control system. The warrant is being held until questions about the bond have been cleared up.

No. 27660 to Bell-Anderson Insurance in the amount of \$6,406 is for the Board's errors and omissions insurance for 1989-1990.

No. 27663 to Pacific County Title Co. in the amount of \$15,702.37 is payment in the trust account for acquisition of property on which the new Naselle library will be built.

No. 27707 to Western Library Network in the amount of \$14,509.95 covers two months.

No. 27733 to Lon Dickerson in the amount of \$978.90 is for transportation costs for a three-month period, including the ALA Midwinter Conference.

No. 27759 to Office of State Auditor in the amount of \$840 is the first installment on the current audit being conducted on TRL's books.

No. 27771 to R M R S Systems in the amount of \$20,000 is for postage for two months.

No. 27795 to Kenny Consulting Group in the amount of \$193.75 is the first installment on the review Kenny Consulting Group is doing of positions held by three staff who filed grievances in the classification plan.

No. 27799 to Mar Mac Enterprises in the amount of \$392.94 is for soot cleanup at the Oakville library due to a problem with the oil burner.

No. 27739 to Multigraphics in the amount of \$2,664.44 includes \$1,800 for the maintenance agreement on equipment in the print department and the balance is for various supplies used in that department.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

February 1989 circulation

Mr. Dickerson referred to the two February 1989 circulation reports. Circulation was down 8% from February 1988. Mr. Dickerson attributed the decrease to the adverse weather during February.

February 1989 revenues and expenditures

Mr. Crose received January's financial report from Thurston County yesterday afternoon. He hopes Thurston County will get its computer problems straightened out soon so TRL will receive financial information on a more timely basis.

Legislation update

Mr. Dickerson said the bill he continues to monitor closely is SHB 2124 (property tax reform). This bill has been attached to the governor's tax reform package but will be kept separate from the income tax package. SHB 2124 would benefit all local units of government. If this is approved by both houses of the legislature, the constitutional amendments concerning 6-year levies and taking libraries outside of the 1% constitutional limit will be placed on the November ballot.

Taking libraries out of the 1% constitutional limit would allow other junior taxing districts the ability to collect their full levies without being prorated. If it passes, libraries will always be able to collect their 50¢ levy. It would not provide for an increase in the library levy rate, however. The other constitutional amendment concerning 6-year levies would authorize taxing districts to go to the voters and seek approval for 6-year excess levies.

Project updates

Mr. Crose thanked everyone in the community for their help in looking for sites for a new Naselle library. TRL is in the final stages of the necessary paperwork to complete acquisition of property on Parpala Road. Once the paperwork has been completed, TRL staff will begin work on the building program, including hiring of an architect. Mr. Crose said the new library will be about 2,400 square feet. He expects it will take about three weeks to retain an architect and six weeks for the architect to design the building. The library should be completed by fall 1989. Mr. Crose and Ms. Shaffer will be working with Sally Nash and Mike Wessells and gathering input from the community on how they would like the new library to function. Mr. Crose said TRL will be relying on the architect's professionalism in the design of a building which will blend in nicely in the community.

Alan Richards, President of the Naselle Friends of the Library, said he has been gathering comments and opinions from members of the community regarding the new library. He said the people in the community are hoping a library will be built which can be used for programs outside of library hours. They are concerned that the new building is attractive and a place people want to come to. Several people are interested in spending time and money for such things as landscaping

3A and furniture just as the Southern Pacific County Friends did at the Ocean Park Library. Mr. Richards said people in Naselle are concerned that the design of the building takes into account the large amount of rain Naselle receives and the southwesterly wind. He said the Naselle Friends will be meeting on March 27 at 7:00 p.m. and he extended an invitation to TRL staff to attend that meeting.

Mr. Lawrence said he appreciates Mr. Richards' remarks and he is sure TRL will be sensitive to the community's concerns. He said TRL needs to make sure the new library is equipped to serve the community.

There was a question on how TRL determines the square footage. Mr. Crose responded it depends on the service population, but there are also some financial constraints. TRL does have funding for the Naselle facility and is working within the parameters of the budget.

Ms. Nash asked Mr. Crose to explain the funding for the new library. She said several people have expressed concern that it will cost them extra. Mr. Crose explained the library district levies 50¢ per thousand dollars of assessed valuation throughout the entire district. The new Naselle building will not cost Naselle residents anything extra. The funding for the building is coming from unanticipated 1988 forest tax revenues.

Mr. Crose reported the kiosk in Rainier has been completed and the one in Bucoda is almost complete. A kiosk is built with panels which contain TRL and community information with a book drop inside. The kiosks are being placed in Rainier and Bucoda on an experimental basis since these two communities do not have libraries. Ribbon cutting ceremonies for the two kiosks will take place on April 13 (Rainier) and April 14 (Bucoda), noon-1:00 p.m. For those who may be attending the ceremony in Bucoda, Ms. Johnson said they may wish to attend Tenino library's silver tea the afternoon of April 14. Mr. Crose reported that Faith Hagenhofer, Community Librarian for Yelm/Tenino, represented TRL at a meeting she attended in Bucoda. He said she did an excellent job of explaining how TRL is reaching out to serve the people in communities like Bucoda and Rainier.

B. Library Board

Planning ad hoc committee

Mr. Lawrence said the planning ad hoc committee (Carolyn Dobbs, Jean Davies, Bill Lawrence, and Lon Dickerson) is working on a long-range plan for the library district. One of the objectives is to look at the district as a holistic gathering of libraries and developing basic plans for management of TRL and the units within it. The ad hoc committee has been discussing what kind of population each unit in TRL is made up of. Mr. Lawrence said there are some differences. The Director has been providing the committee with interesting statistics which characterize the district and will provide the basis for the Board's deliberations when the Board finalizes the long-range plan.

Merit pay ad hoc committee

Ms. Dobbs reported the merit pay ad hoc committee is doing some background work on other library districts which provide merit pay. The committee will consider merit pay for the Director at the end of 1989

3B to be put into effect in 1990. The committee intends to move slowly and have a good understanding of what merit pay actually implies. Mr. Lawrence said there are some libraries which have merit pay provisions in their salary structures.

4 Correspondence and Public Comments

A. Letter from Joe E. Wood regarding IRS forms

Mr. Wood wrote a letter to the TRL Board expressing his dissatisfaction that TRL no longer carries IRS forms. TRL made a decision to discontinue this service. Mr. Dickerson said this decision was made out of respect for the staff. The tax forms were becoming increasingly more and more difficult to find and the library provided them in reproducible format. However, because patrons had to pay 10¢ per copy and make their own copies, they were taking their frustrations out on the staff. Patrons also had a tendency to ask staff to help them with their taxes. Since staff were using so much time on tax forms and because of the massive changes in the tax laws, TRL decided, along with many other libraries in the country, that it was time IRS handle its own business. It is felt if IRS wants the people to have the forms, then IRS should make the forms readily available. Unfortunately, IRS does not even have many of the forms available in its own offices.

B. Letters from Ilwaco concerning staffing levels

TRL received letters from the Ilwaco library board and from the Ilwaco mayor regarding a recent cut in staff hours at the Ilwaco library. Marjorie Beard of the Ilwaco library board spoke to the issue. She said Ilwaco should not have shared staffing with Ocean Park because Ilwaco is not part of the Ocean Park library. She said a cutback in a small library is very noticeable. Ms. Beard said when the Ilwaco library board discussed this issue, neither Mike Wessells nor Corene Jones-Litteer offered any solutions to the problem. The Ilwaco library board and Ilwaco mayor have received responses from the Director which state that Mr. Wessells and Ms. Jones-Litteer feel there is no problem with the reduction. She said Ms. Jones-Litteer spends 8 hours per week at the Ilwaco library and Mr. Wessells does not spend any time there. Ms. Beard thinks Ilwaco should receive more consideration in this matter.

Ms. Davies said she has discussed this matter with Mr. Dickerson. One of the responsibilities of the Board is to hire the Director and the Director manages the district. Personnel decisions are the responsibility of the administration. Staffing levels are, as she understands it, based on circulation. She said the planning ad hoc committee has been discussing other ways of looking at staffing levels to make sure they are equitable throughout the entire district. Ms. Davies said that she realizes this does not answer Ilwaco's immediate concern. However, she said other libraries may also experience staff cutbacks. Ilwaco happened to be the first one because of a staff resignation.

Mr. Lawrence said he understands Ms. Beard's concern that small libraries are not the same as larger libraries. He said the planning ad hoc committee is looking at small library problems. When TRL was first organized, it was more common that service was handled through more independent units. Now TRL is trying to treat all the units as part of

4B the whole which makes it more difficult for units to stand alone and be different. Mr. Lawrence said TRL needs to move toward this approach because of its uncertain financial future. He said he realizes there may be some inequities and he requested that the Board be allowed to work through them. He said the Board hears Ilwaco's concerns.

Ms. Davies said one of the problems is the slow automated system (ALIS). A new system will be installed within the next couple of months and everyone is hopeful it will free up staff time to serve the public better. Ms. Herrell said there is shared staffing in other parts of the district also, including Raymond/South Bend and Yelm/Tenino. She said the reason for this sharing is to get the best possible library service for the dollar.

Ms. Beard asked how TRL can use Ilwaco funds by lumping the Ilwaco library with the Ocean Park library. Mr. Dickerson explained TRL does not distinguish between communities, whether they are annexed, contract cities or in unincorporated areas. He said they are all treated the same. He said Raymond and South Bend are both contracting cities. Tenino is an annexed city and Yelm is a contracting city. Originally all cities were contracting cities but because of the advantages of annexing, several cities went through the election process to annex to Timberland. Currently, TRL has six contracting cities and the rest are annexed. The people in the annexed cities voted to become an integral part of the district. Ocean Park is unincorporated and Ilwaco has annexed to TRL. Because of prorationing problems, Ilwaco technically was deannexed and became a contracting city for one year in 1988. Mr. Dickerson said everyone pays the same levy rate, whether contracting, annexed or unincorporated. Ms. Davies explained that the money which supports the library district comes from several sources, including contract fees, property taxes and timber revenues.

Ms. Dobbs said she is more of a local control person and when she first became a member of the Board, she was not sure how she would deal with things on a regional scale. She has come to realize the tradeoff is worth it because of the tremendous resources available to everyone in the district, particularly to the smaller rural communities. She said it would be quite difficult for Ilwaco to maintain a collection the size of TRL's. The most important issue to her is providing the best library service most equitably. She said the planning ad hoc committee is working with the comments received from people throughout the district. They are trying to build a regional system but still be sensitive to the individual needs of each community.

Ms. Beard said she is aware of the services received and the advantages of belonging to TRL. She thinks TRL still needs to take into consideration the fact that Ocean Park and Ilwaco are two different libraries and some of their open hours are the same.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Contract for attorney/labor relations consultant for April 1989-March 1990

89-16

BILL LAWRENCE MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON OF HANSON & DIONNE FOR LABOR RELATIONS SERVICES PLUS GENERAL LEGAL SERVICES EFFECTIVE APRIL 1, 1989, THROUGH MARCH 31, 1990; DORIS FOURRE SECONDED THE MOTION.

Mr. Lawrence asked if there are any changes from the previous contract with Mr. Hanson. Mr. Dickerson responded that the fees and expected hours of service remain the same. He said he has been very pleased with Mr. Hanson's work.

MOTION CARRIED UNANIMOUSLY.

B. Calendar for Capital Improvements

TRL's 1989 budget provides for a number of capital improvement projects. Mr. Dickerson referred to a working calendar he prepared for 1989. TRL has two major building programs this year, in Naselle and Amanda Park, and is also looking at the possibility of opening a branch in Hoodspport. After the South Mason branch is merged with the new Shelton library, it will need to be declared surplus and sold.

Later on tonight's agenda the Board will be asked to authorize TRL to retain an architect for the construction projects in Naselle and Amanda Park. Mr. Dickerson said he hopes the selection of an architect or architects will be made in April and construction contracts awarded in June. Ms. Timm asked if TRL has any property prospects in Amanda Park. Mr. Dickerson said he expects between now and the April Board meeting to have some firm ideas. Several local people have offered to help locate property. Mr. Lawrence urged retention of one architect for both Naselle and Amanda Park because he thinks it would be more economical. Mr. Crose said he hopes to approach this matter in the most economical way possible. He would prefer to work with one individual but he also wants to use local people, if possible.

Ms. Timm said she thought the Board hired consultants for the district. Mr. Dickerson said it is routine for staff to advertise for and hire an architect. He said it would be similar to hiring staff. He said the Board will award the construction contracts on these projects. Ms. Timm said she worked several years for an architectural firm and it was always her understanding from an architect's point of view that a Board would do the hiring. Ms. Fourre said the Board authorizes the staff to do the hiring but the Board does not usually get involved in the interview process. Mr. Crose said since staff works with the development of building programs, he would consider an architect's services more of an administrative task but awarding a construction contract would be done by the Board. He said he is not opposed to the Board being involved in the selection of an architect but pointed out that this could delay the projects. Ms. Davies suggested someone on the Board be involved in selection of the architect. Ms. Timm volunteered and Board members agreed her architectural expertise would be helpful.

6 C. Architect(s) for Naselle & Amanda Park libraries

89-17 DORIS FOURRE MOVED TO AUTHORIZE MICHAEL CROSE, WITH HELEN TIMM'S HELP, TO RETAIN THE PROFESSIONAL SERVICES OF AN ARCHITECTURAL FIRM OR ARCHITECTURAL FIRMS FOR TIMBERLAND'S LIBRARY CONSTRUCTION PROJECTS IN AMANDA PARK AND NASELLE; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items

A. Shelton

Ms. Timm said Garth Getty's suit in Mason County Superior Court for a temporary injunction to halt the City of Shelton from implementing its contract with TRL was continued from March 20 to April 24. Mr. Crose said he has prepared a warrant for the first installment on that building. He will be discussing with the Shelton city manager that he will be holding this warrant until this matter is settled between Mr. Getty and the City of Shelton.

4 Correspondence and Public Comments

Ann Musche' said she has lived in Naselle for eight years and thinks of it as a wonderful, unique place. Many Naselle residents need to leave the community for services and she looks at the new library as a way to bring focus back to Naselle. She said she considers the library a real treasure and she thanked TRL for its efforts in placing a library in Naselle. She said she is grateful for efficient staff and for a library system which allows her to call a toll-free number to request materials.

Bobbit Hall said she is a school librarian in Naselle. She said TRL provides outstanding service. She encourages the students to use the toll-free number and request their own materials. The students report back to her how wonderful the TRL staff are. She said she is thrilled to have a TRL branch in Naselle and appreciates the help she receives from TRL staff members Sally Nash, Sherrill Peterson, and Mike Wessells.

Mr. Dickerson said when TRL placed the bookmobile on a permanent site in Naselle it was an experiment. He said it has been heartwarming to see the support TRL has received from Naselle residents. He is glad for the extra timber revenues which enable TRL to build a permanent library in Naselle.

7 Other Agenda Items

B. Planning documents

Mr. Dickerson distributed planning documents which the Board's planning ad hoc committee has been using. He said the TRL Planning Committee had initially contacted local library boards and Friends groups to determine what the library's roles were and what function the libraries should be playing in their communities. The planning ad hoc committee is using eight roles recommended by the American Library Association. Mr. Dickerson said ALA recommends that libraries specialize in four of the eight roles and the remainder be fringe activities. He said these planning documents recommend additional library locations in areas

7B which need them and in other areas which are experiencing enormous population growth.

Mr. Dickerson said TRL's primary function is to provide information to people. This includes reference services and independent learning, such as the service provided at the EJIC located in the Raymond library. He said the library can give people the power to change their local economy. Another overwhelming success of TRL is providing popular materials. Children are also a high priority and the library is trying to find ways to reach children.

Mr. Dickerson said TRL has traditionally had three reference centers at Aberdeen, Centralia and Olympia. Because of the large population clusters projected in Thurston and Mason Counties, TRL plans to have mini-reference centers at the Shelton and Lacey libraries. Because of the geographical configuration of the district, TRL also needs to provide reference services in the remote areas. For instance, Ocean Park and a library in Morton would become mini-reference centers. Some independent learning activities require specialized tools and materials, but TRL cannot afford to place them in all the libraries. Therefore, the EJIC service is being expanded to five more sites this year, including Chehalis, Lacey, Montesano, Packwood and Shelton.

Mr. Dickerson said only three libraries in the district meet national library building size standards. ALA standards call for a building which is .7 square feet for each resident served by that library. He said he has calculated in the planning documents what sizes the libraries should be based on state population projections for the year 2000, with a minimum size of 2,000 square feet. He said these calculations were developed as guidelines for TRL's partnership program approved by the TRL Board in December. TRL plans to put aside unanticipated timber revenue to help build new libraries.

Mr. Dickerson said Wahkiakum County has expressed interest in joining TRL. If this becomes a reality, he looks at the Naselle library serving the western part of Wahkiakum County.

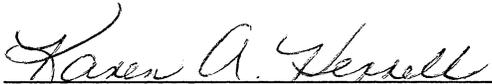
Before the staff cutbacks in 1985, TRL met and exceeded the national standard of 1 staff person per 2,000 population served. TRL can no longer maintain that kind of staffing level with its current financial resources. Mr. Dickerson said TRL is trying to equalize the staffing levels it currently has. He has devised a formula for equitable staffing throughout the district. Mr. Dickerson said he has discovered three libraries in the district which were understaffed per his formula. Therefore, the 1989 budget provided for increased staffing levels at the Lacey, Naselle and Olympia libraries. In order to pay for those increased staffing levels, plus the new personnel manager and other support positions, other areas will be cut through attrition. For instance, the recent cut in staff at the Ilwaco library has brought Ocean Park/Ilwaco into the acceptable norm. Mr. Dickerson said some libraries will have higher levels of usage and staff will need to be added in those areas. For instance, when the new Naselle library opens, he expects usage to at least double and TRL will need to respond to that increase.

Mr. Dickerson said he has prepared projections of hours of opening. In line with the roles the planning ad hoc committee is defining, he projects almost all libraries will have increased hours of opening. TRL

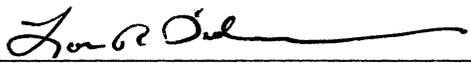
7B is also trying to make sure the sizes of the collections in each building will meet the needs of the patrons. Mr. Dickerson has projected how TRL will build up the collections in the libraries which have space for them. He hopes to continue increasing the materials budget. TRL currently has 2 books per capita and he hopes to increase this to 3 books per capita. The recommended national standard is 4 books per capita. This increase will be difficult with the projected growth in population.

Ms. Dobbs said the planning ad hoc committee has found this background material very helpful. It has provided a framework for the committee to see the tradeoffs and equity issues they need to build into their planning efforts. Mr. Lawrence said these planning documents may lead to strategies for funding beyond the current kind of funding TRL receives such as bond issues or special levies. He said it will be necessary for some kind of change in funding if TRL expects to reach its goals by the year 2000.

There was no further business and the meeting adjourned at 10:00 p.m.



CHAIR



SECRETARY