

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Board Room, Yelm Community Schools District Office
404 Yelm Avenue, Yelm, WA

May 24, 1989

I N D E X

| <u>AGENDA</u> <u>NO</u> | <u>ITEM</u> | <u>Page</u> <u>No.</u> |
|----------------------------|---|------------------------|
| 1 | Approval of Minutes | 2 |
| 2 | Vouchers | 2 |
| 3 | Reports | |
| | A. Library Director - Lon Dickerson | 3 |
| 4 | Correspondence and Public Comments | |
| | A. Twin Harbors Literacy Council award to TRL | 4 |
| | B. Ruth Jacobson, Yelm Friends of the Library | 4 |
| | C. Garth Getty | 6 |
| 5 | Unfinished Business | 4 |
| 6 | New Business | |
| | A. Amanda Park property acquisition | 5 |
| | B. Establishment of a library in Hoodsport | 5 |
| | C. POSSCA grant application | 5 |
| | D. Summer retreat date | 6 |
| | E. Weyerhaeuser grant application | 6 |
| 7 | Other Agenda Items | |
| | A. Planning ad hoc committee | 6 |
| | B. Ad hoc committee for 1990 budget | 6 |
| | C. PNLA Conference | 6 |

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

Board Room, Yelm Community Schools District Office
404 Yelm Avenue, Yelm, WA

May 24, 1989

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
Helen Timm, Mason County

BOARD MEMBER EXCUSED:

William H. Lawrence, Lewis 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
Bill Scherr, Human Resources Manager
Faith Hagenhofer, Community Librarian, Yelm/Tenino
Karen Kieselbach, Children's Librarian, Shelton
Dianne Loomis, Central Services Specialist
Louise Paull, Library Associate, Yelm/Tenino
Kitty Schiltz, Community Librarian, North Mason
Nancey Scott, Community Library Coordinator, Shelton
Barbara Winfree, Children's Coordinator

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Karen Bell, Yelm Library Board
Kristin Blalack, Yelm Library Board
Kate Cook, Yelm Library Board
Bill Elledge, Yelm Library Board
Garth Getty, Shelton
Ruth Jacobson, Yelm Friends of the Library
Lois Mach, Yelm Library Board
Laurel V. Nelson, Arcadia
Bill Timm, Union

Chair Karen Herrell called the meeting to order at 7:30 p.m.

Mary Ann Shaffer introduced Shelton library's new Children's Librarian, Karen Kieselbach. Ms. Kieselbach has already begun working with the schools in the area on the summer reading program, as well as helping with the move into the new Shelton library. Ms. Shaffer said she personally appreciates the expertise which Ms. Kieselbach has in children's programming and children's literature. She said TRL has been fortunate in attracting well qualified staff to the new Shelton library. The new Shelton Reference Librarian, Michael Potts, from Florence, Oregon,

was appointed yesterday. Ms. Shaffer thanked Nancey Scott and Kitty Schiltz for their help in the transition from South Mason to Shelton.

Mike Crose introduced TRL's new Human Resources Manager, Bill Scherr. Mr. Scherr previously worked at Shepherd Ambulance in Seattle and for the Southland Corporation. Mr. Scherr has been on the staff for two weeks and everyone is pleased to have this position filled.

1 Approval of Minutes

89-28 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF APRIL 19, 1989, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Vouchers

89-29 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 28033 THROUGH NO. 28270 FOR MAY 1989 IN THE AMOUNT OF \$485,930.20; HELEN TIMM SECONDED THE MOTION.

The following vouchers were reviewed:

No. 28036 - Unisource-Northwest - \$3,848.36 - graphics supplies and other supplies for the district.

No. 28049 - IBM - \$3,512.81 - for maintenance and a payment on the lease purchase of the IBM 36 system in the business office.

No. 28075 - TESC - \$11,905.80 - includes two months of payments to CALS.

No. 28079 - WLN - \$24,038.59 - two months of payments. Ms. Loken further clarified the five major categories of the WLN billings--cataloging services, on-line acquisitions, adding holdings, inquiries, and ILL requests. TRL had its highest number of orders, holdings and interlibrary loan requests in March.

No. 28086 - Martin/Norse Furniture - \$27,952.11 - for tables and chairs for the new patron access catalogs TRL is putting in all of the libraries, furnishings for the five new EJIC sites, and circulation desk modules for the Packwood and Salkum libraries.

No. 28087 - MBI Systems - \$3,676.26 - for work station dividers at the Service Center.

No. 28138 - Information Access Company - \$13,400 - for microfilm reader printers for the Centralia and Shelton libraries.

Nos. 28172 (\$4,145.25) and 28173 (\$1,870.11) - Commercial Factors of Seattle - for rewiring the data lines in all of the TRL buildings for the new Dynix system.

No. 28177 - Blackbourn, Inc. - \$3,174.89 - for cassette cases used in processing. Mr. Crose commended Kitty Kozisek, who is in charge of technical services, for her efforts in seeking out low priced supplies.

No. 28179 - Pacific County - \$2,650.08 - 3 month billing for the communications system in Pacific County.

No. 28198 - Buffalo Sign Co. - \$1,641.71 - signs for the kiosks at Bucoda and Rainier.

No. 28207 - Computerland - \$5,557.06 - for computer hardware and software for the library area network at the Service Center.

No. 28210 - Drews Mobil - \$661.07 - for rental of two trucks used for hauling the new furnishings from the Service Center to the libraries.

Nos. 28257 (\$70,125.39) and 28033 (\$94,622.35) - City of Shelton - for TRL's participation in the construction of the new library.

- 2 Nos. 28259-28269 are for equipment and supplies associated with the new Dynix system.
No. 28270 - Employment Security - \$576.15 - quarterly payment for insurance benefits.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

Mr. Dickerson reported the move to the new Shelton library is progressing and TRL anticipates a June 5 opening date.

Nineteen architects submitted proposals for the Naselle library. The same architectural firm will be used for the new Amanda Park library. A committee composed of Mike Crose, Mary Ann Shaffer and Helen Timm have interviewed three architectural firms and they will make a selection by the end of next week. Ms. Timm said the three architectural firms have been requested to submit plans and specifications for two projects they have done (not necessarily libraries) which are comparable in size, structure and cost to what TRL would like. Owners and contractors on these projects will be contacted with questions regarding the architects' performances. Ms. Timm will personally look at the buildings.

Mr. Dickerson said CALS expects to be on the new Dynix system by June 5. The backup system should be in operation and ALIS unplugged by May 25. Ms. Johnson reported TRL is printing posters to introduce patrons to the new Patron Access Catalogs. TRL is naming it "CAT" which stands for Catalog Access Terminal. A picture of a cat will be used and every three months the tag line will be changed. The idea was suggested by Margaret Livingston, a North Mason Library Friend.

Mr. Dickerson reported the April circulation report is not yet available because CALS staff have been otherwise occupied.

Mr. Crose said the Thurston County Treasurer's office has worked through most of the problems with its new computer system and has been able to provide TRL with up to date information. The Board has received his revenue and expenditure reports for February, March and April. Mr. Crose anticipates TRL will reach its budgeted timber tax amount by May, which means another excellent year for timber taxes. TRL is on target in expenditures. Mr. Crose said he has expanded his budget report to include the Building Fund, Automated Circulation System Fund, and Unemployment Compensation Fund. He will be transferring more money into these funds after investments have matured.

Barbara Winfree referred Board members to the summer reading program materials included in their packets. The newspaper flyer, which was printed by the Daily Chronicle, will be sent to 48,000 school children in the district. TRL is also targeting 7th and 8th graders this year and will track the response from that age group. This year's theme is "Timberland Trek." It will dovetail with the state summer reading program "Washington Connection" and with Washington's centennial celebration. Each TRL library will have a "sister" library in another part of the state and the children will communicate by postcards with other children.

3A Diane Johnson said TRL is expecting 15,000 to 19,000 children will sign up this year with a finish rate of about 7,000. She said studies have shown that children can lose a good deal of their reading skills over the summer if they don't continue reading. One of the goals of the summer reading program is to encourage children to read over the summer and to give them a good public library experience which they hopefully will continue for life. Ms. Johnson said a letter will go with the newspaper flyers that are distributed to the schools in TRL's non-service area. The letter spotlights the Board's decision last year to allow people to pay a six-month non-resident fee. For the past few years, TRL has been moving into the area of incentives for finishing the summer reading program. This year's incentives include free Mariners tickets, free passes to Northwest Trek, free ice cream from Darigold, and buttons. TRL has been fortunate in receiving substantial corporate and non-profit support for several years which amounts to several thousands of dollars. Ms. Johnson said TRL is also making sure that vendors in TRL communities are used when necessary, such as the newspaper flyer printed by the Daily Chronicle.

Ms. Winfree expressed appreciation for inclusion of library programs in the 1989 operating budget since it is difficult for staff to spend the time necessary to prepare for these programs. Since this year is the year of the young reader, Olympia staff members Rosanne Thompson and Cayt Stevens prevailed upon Governor Gardner to proclaim July 25 as state read-aloud day.

4 Correspondence and Public Comments

B. Ruth Jacobson, Yelm Friends of the Library

Ms. Jacobson said the Yelm Friends are engaged in a serious effort to get a new library in Yelm. So far there have been several small fund raisers in an effort to raise public awareness to the need for a new library and a willingness to support that need. There are plans to do a telephone survey of people in the Yelm service area to help determine what kind of support there is for a new library. Ms. Jacobson said the Yelm Friends are very aware of the help which TRL provides. She said they hope to get a library of 10,000-13,000 square feet. The Friends hope to secure corporate and foundation support. A ceramist has submitted designs for tiles which the Friends hope to sell with people's names on them to place on the walls of the new library. Their energies are focused on getting people to think about a new library so that if a bond issue is presented, they will be more willing to vote positively.

A. Twin Harbors Literacy Council award to TRL

Mr. Dickerson displayed the Certificate of Award which TRL received in recognition of its outstanding service on behalf of literacy. Sally Loken and Chris Peck were also recognized for their efforts.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Amanda Park property acquisition

The Quinault Lake School District has tentatively offered to provide a portion of its property to TRL (a 99 year lease at \$1 per year) for a new library in Amanda Park. The Quinault Indian Tribe and Grays Harbor County Health Department are currently reviewing the use of the land parcel for this purpose.

89-30

CAROLYN DOBBS MOVED TO AUTHORIZE MICHAEL CROSE, AS AGENT FOR TIMBERLAND REGIONAL LIBRARY, TO PROCEED WITH THE LEASING OF PROPERTY IN AMANDA PARK, WASHINGTON, FOR USE AS THE SITE OF THE TIMBERLAND AMANDA PARK LIBRARY; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Establishment of a library in Hoodspport

TRL staff have identified a 1,245 square foot facility in Hoodspport in the center of town which could be used as a library. The facility is much smaller and more expensive than preferred, but it appears to be the best location available. Mr. Dickerson said he thinks it will provide a good experiment in operating a library in that area. He expects heavy use of a library in Hoodspport. If it does prove to be successful, then he would hope TRL would be able to purchase some land in the area and build its own library.

89-31

HELEN TIMM MOVED TO AUTHORIZE MICHAEL CROSE, AS AGENT FOR TIMBERLAND REGIONAL LIBRARY, TO PROCEED WITH THE LEASING OF A FACILITY IN HOODSPORT, WASHINGTON, FOR USE AS THE TIMBERLAND HOODSPORT LIBRARY; DORIS FOURRE SECONDED THE MOTION.

Staff indicated 1,245 square feet would be slightly smaller than the conference room at the Service Center. Ms. Dobbs asked how the opening of new libraries will impact the materials budget and staffing levels. Mr. Dickerson said there is about \$400,000 of unallocated revenue which TRL received in December 1988 which could be applied toward the materials budget. Also TRL plans to sell the South Mason facility. A Community Library Supervisor position for Hoodspport has been budgeted.

MOTION CARRIED UNANIMOUSLY.

C. POSSCA grant application

TRL has already submitted a grant application to POSSCA (Patrons of South Sound Cultural Activities) based on a telephone poll of Board members. This grant would provide for a display of 75 watercolors on the history of logging by Robert Chamberlain in the Chehalis, Shelton and Olympia libraries between July 1 and October 1. POSSCA only covers the Counties of Lewis, Mason and Thurston. The exhibit has already been displayed in Grays Harbor County and TRL hopes to submit a grant to Weyerhaeuser to sponsor the exhibit in Pacific County. Ms. Herrell commented that she has seen the exhibit and it is outstanding. She said Mr. Chamberlain did his research in TRL libraries.

6C

89-32

JEAN HAAKENSON MOVED TO AUTHORIZE THE SUBMISSION OF A GRANT PROPOSAL TO POSSCA FOR \$7,350 TO ENABLE TIMBERLAND TO SPONSOR AN EXHIBIT OF WATERCOLORS ON THE HISTORY OF LOGGING; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. Weyerhaeuser grant application

Ms. Johnson said she will continue to seek funding for the watercolor exhibit in the event POSSCA does not approve the grant application. The intention is to request funding from Weyerhaeuser to place the exhibit in Pacific County.

89-33

JEAN HAAKENSON MOVED TO AUTHORIZE SUBMISSION OF A GRANT PROPOSAL TO WEYERHAEUSER TO ENABLE TIMBERLAND TO SPONSOR AN EXHIBIT OF WATERCOLORS ON THE HISTORY OF LOGGING; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Summer retreat date

The Board intends to hold two or three retreats during the year as a means of enhancing communications and planning. The Board scheduled the next retreat on July 25, 5:00-9:00 p.m. Ms. Timm will try to make arrangements to hold the retreat in Union.

7

Other Agenda Items

A. Planning ad hoc committee

Ms. Dobbs said the planning ad hoc committee is continuing its work. The committee hopes to schedule a work session of the full Board this summer.

B. Ad hoc committee for 1990 budget

Mr. Crose will try to schedule a meeting of the ad hoc budget committee within the next several weeks to begin planning for the 1990 budget.

C. PNLA Conference

Ms. Herrell referred to the PNLA Conference materials. If Board members do not receive their mailing, they should contact Liane Bascou at the Service Center.

4

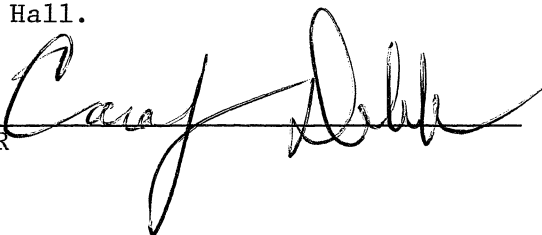
Correspondence and Public Comments

C. Garth Getty

Mr. Getty said he requested and received from Mike Crose a report of revenues and expenditures in Mason County for which he expressed his appreciation. He said this information opened up more questions than it gave him answers. He said he is concerned about the cost effectiveness of Timberland Regional Library. He would like to know if the City of Shelton could receive an annual breakdown of revenue and expenditures in Mason County. Ms. Timm said if the City of Shelton requests this information, TRL will be happy to provide it.

4C Mr. Getty quoted from the March 22, 1989 Board meeting minutes as follows: "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." He said this sounds exciting and he would like more details. Ms. Johnson responded that she thinks TRL could release to Mr. Getty reports on the EJIC (Education/Job Information Center) at the Raymond library. The purpose of the EJIC is to help people who are looking for new jobs and career changes. The people learn how to prepare resumes and assess their abilities. With the help received at the EJIC in Raymond, some people have even been able to start new businesses. There will be additional EJIC sites at the Chehalis, Lacey, Montesano, Packwood and Shelton libraries. Ms. Johnson said there is no reason to believe the project will be less successful in these areas and, in fact, she expects even more success because TRL will be able to build on the success and experience of the Raymond EJIC.

There was no further business and the meeting adjourned at 8:45 p.m. The next regularly scheduled meeting of the Board is on June 21, at 7:30 p.m., at the Tenino City Hall.


CHAIR


SECRETARY