

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tenino City Hall, 149 S. Hodgden, Tenino, WA

June 21, 1989

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TIMBERLAND REGIONAL LIBRARY
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Tenino City Hall, 149 S. Hodgden, Tenino, WA

June 21, 1989

M I N U T E S

BOARD MEMBERS PRESENT:

Carolyn Dobbs, Vice-Chair - Member-at-Large
Jean Davies - Pacific County
Doris Fourre - Thurston County
Jean Haakenson - Member-at-Large
William H. Lawrence - Lewis County

BOARD MEMBERS EXCUSED:

Karen Herrell, Chair - Grays Harbor County
Helen Timm - Mason County

STAFF PRESENT:

Lon R. Dickerson, Director
Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Faith Hagenhofer, Community Librarian, Tenino/Yelm
Tom Joselyn, Community Library Coordinator, Lacey
Tamarah Moran, Library Assistant, Tenino/Yelm
Louise Paull, Library Associate, Tenino/Yelm
Kitty Schiltz, Community Librarian, North Mason

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Dana Garson, Tenino Library Board
Ruby Gerard, Tenino Friends of the Library
Betty Ivey, Tenino Library Board
Grace Wilson, Tenino Friends of the Library

Vice-Chair Carolyn Dobbs called the meeting to order at 7:35 p.m. She said the Board members enjoy the opportunity to meet throughout the district and to meet the people who help make libraries strong institutions.

AGENDA ITEM

NO.

1 Approval of Minutes

89-34

JEAN HAAKENS ON MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MAY 24, 1989, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. JEAN HAAKENS ON, DORIS FOURRE, JEAN DAVIES AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED. MOTION CARRIED.

2 Vouchers

Payroll and payroll related vouchers for May 1989 amounted to \$268,540.29.

2
89-35

BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 28273 THROUGH NO. 28539 FOR JUNE 1989 IN THE AMOUNT OF \$248,356.43; JEAN HAAKENSEN SECONDED THE MOTION.

Comments were made on the following vouchers:

- No. 28273 to All Ways Travel (\$716), tickets to Dallas.
- No. 28275 to Unisource-Northwest (\$1,882.24), book mailing bags.
- No. 28288 to Highsmith (\$2,382.12), \$1,700 for new book carts for Shelton and the balance for supplies.
- No. 28289 to IBM (\$1,603.18), \$1,335 for lease payment on the business office computer and the balance for maintenance.
- No. 28296 to Moore Computer Supplies (\$3,908.85), 150 cases of continuous form computer paper.
- No. 28307 to Pitney Bowes (\$1,881.21), quarterly rental of 20 postage machines.
- No. 28317 to U.S. Postal Service (\$4,000), deposit to TRL's bulk mail account used for sorted mail and overdues.
- No. 28326 to Gaylord Brothers (\$3,096.93), processing supplies.
- No. 28330 to Desco (\$1,450), 5 year maintenance on EJIC TV's and video players.
- No. 28364 to Daily Chronicle (\$1,144.55), printing of 48,000 summer reading program "Timberland Trek" papers.
- No. 28371 to Sunset Air (\$1,818.86), replacement of compressor for the North Mason library heat pump.
- No. 28403 to Security Pacific Bank (\$1,220.66), payment on district-wide telephone system.
- No. 28405 to Omnifax (\$1,341.40), 10 cases of fax paper.
- No. 28416 to Commercial Factors (\$4,268.42), \$2,850 for Shelton telephone system and balance for cable installations.
- No. 28419 to Computerland (\$2,732.35), software for the EJIC's and diskettes.
- No. 28444 to Buffalo Signs (\$2,505.70), \$2,080 for Shelton interior signage and the balance for Kiosk sign materials replacement.
- Nos. 28462 to Louise Morrison (\$20) and 28463 to Charlotte Wood (\$83.64), pass through expenses for the Washington State History Project for which TRL is acting as fiscal agent.
- No. 28534 to City of Shelton (\$51,738.52), installment on the \$300,000 loan/grant.
- Nos. 28535 to Platt Electric (\$54.69) and 28539 to Computerland (\$7,374.60), equipment and supplies associated with the Dynix system.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

Mr. Dickerson referred to the April 1989 circulation reports. He noted the district's circulation is down 3% over the same period last year. He said the May 1989 circulation report is not yet available.

Mr. Dickerson said the Dynix system is not fully operational yet. It was hooked up at three libraries today but was not performing satisfactorily so the rest of the libraries were not connected. The problem seems to be connected to the fact that this is the first time

3A Dynix has installed a system on a Tandem computer. The process is taking longer than anticipated. The Dynix staff have been very helpful and supportive. Mr. Dickerson displayed the first poster which will introduce patrons to the new patron access catalogs.

Mr. Dickerson referred to the May 1989 revenues and expenditures report. Timber tax receipts are already \$269,000 in excess of what was budgeted for the year which will help considerably in the capital expenditures program.

Mr. Dickerson referred Board members to the list in their packets of sister libraries for the Washington Connection postcard exchange in the summer reading program. The children will correspond by postcards with other children in their sister libraries. Ms. Shaffer announced that Governor Gardner will be participating in a read-aloud program in August and children from all over the state will be invited to participate.

Mr. Dickerson said the new Shelton library operation is coming along quite well. The staff have been extremely busy and the shelves are almost bare. Ms. Shaffer said she has not heard any negative comments about the new library.

4 Correspondence and Public Comments

A. Certificates of Appreciation

George Robinson, Ilwaco, and William E. Cullen, Jr., Olympia, completed second terms on their respective boards. Certificates of Appreciate were presented for them.

B. Dana Garson, Tenino Library Board

On behalf of the Tenino library board, Ms. Garson thanked TRL for everything it has done to upgrade the Tenino library. She said there is one concern. Tenino library was able to increase its hours of opening because of the increase in circulation. Ms. Garson said she understands that when Larry Sullivan left the library assistant position, that position was decreased from 10 to 8 hours per week. Tenino also lost its page hours. She asked what happens if Tenino's circulation continues to increase; if Tenino library could lose more staff hours and hours of opening to the public; and how the TRL Board monitors this situation.

Mr. Dickerson responded that the Tenino area is a high growth area. It is anticipated the Tenino library will become a much larger operation by the year 2000. TRL is in the process of trying to provide equitable staffing levels throughout the district. The workloads in each library are analyzed. As vacancies occur, TRL is using attrition to equalize the staffing levels. Some buildings have received increased staffing levels.

Mr. Dickerson said he expects Tenino's hours will increase significantly in the long term. He said Tenino will also notice an increase in its book collection over the next several months.

Ms. Garson said that a lot of people in the Tenino area may use the Olympia branch because that is closer to their work, but they may

4B return their materials to the Tenino branch. She asked what types of things have a bearing on staffing levels, whether it is population, number of people coming in the door, number of books going out, or number of books checked in. Ms. Dobbs said the Board has been discussing how to achieve equitable staffing levels. She said they realize they need to factor in what it means to have a small library staff who do a whole range of duties. She said Ms. Garson's comments are helpful and reenforce the efforts the Board is making.

Ms. Garson said she is aware that the new computer system should help with the workloads because it will be faster. She assumes many people who come to the Tenino library need help which is time consuming to staff. She said there may be a lot of items coming from the kiosks at Bucoda and Rainier that are checked in at the Tenino library.

Ms. Davies said small libraries have also been one of her concerns. She said the Board wants the entire district to run well and equitably. She thinks in small libraries the library system has to take into account the multiple jobs staff do. She said some of those jobs are very time consuming. In a larger building those jobs are apportioned out among more staff.

Mr. Lawrence said this problem will be discussed by the long range planning task force.

C. Faith Hagenhofer, Community Librarian, Yelm/Tenino

Ms. Hagenhofer said it has been six months since she has taken over supervision of both the Tenino and Yelm libraries. She understands it is the Board's policy to have professionals in smaller buildings. She also understands that since there was not sufficient funding for new positions, that positions such as hers were split in two. Her feeling about supervising two libraries is that it is a burnout. She said she cannot make in two towns the same kind of good public relations and public contacts that a town librarian needs to make to reach all of the levels of patrons. She thinks her effectiveness is hampered.

Ms. Fourre asked Ms. Hagenhofer if she relies on Louise Paull to make contacts. Ms. Hagenhofer said that in a way it undermines Ms. Paull for Ms. Hagenhofer to be the building supervisor, since it is usually Ms. Paull that the patrons see. Ms. Hagenhofer only spends one day a week at the Tenino library. Mr. Lawrence asked her if she has discussed this with Ms. Shaffer, and Ms. Hagenhofer said she has not. Ms. Shaffer said she thinks she can share with Ms. Hagenhofer ways that others in her situation are handling supervision of two libraries. She said Ms. Hagenhofer may be assuming too much responsibilities.

Mr. Lawrence said he appreciates Ms. Hagenhofer's comments. He said the Board is unable to act on anything other than to just listen. He said this is an administrative matter. Ms. Shaffer said she thinks this would be a good time to evaluate the shared staffing between two libraries. She will have a report available before the Board meets at its retreat the end of July.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Declaration of surplus equipment

89-36 JEAN HAAKENSON MOVED TO DECLARE SURPLUS ALL OF THE ITEMS INCLUDED ON THE JUNE 21, 1989, LISTING OF SURPLUS PROPERTY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL COPY OF THE BOARD MINUTES; JEAN DAVIES SECONDED THE MOTION.

Mr. Dickerson said a sale of surplus items will be scheduled at the South Mason building on August 4 and 5.

MOTION CARRIED UNANIMOUSLY.

B. Declaration of surplus property

Timberland has moved its South Mason library operations to the new Shelton library and has no need to retain the South Mason building and property.

89-37 DORIS FOURRE MOVED TO DECLARE SURPLUS THE SOUTH MASON LIBRARY BUILDING AND PROPERTY; BILL LAWRENCE SECONDED THE MOTION.

Mr. Lawrence said the South Mason building has served the purposes of Timberland very well. Mr. Dickerson said staff intends to get a new appraisal of the property and building. There is one lot adjacent to a property owner who is interested in purchasing the lot. That person will be given first consideration to that lot since it would solve an easement problem. The other two lots and building will be put out to silent bid. TRL's attorney will be handling the necessary paperwork. Mr. Lawrence asked where the funds of the sale will go. Mr. Dickerson said the funds will go into the building fund. He estimates the property is worth \$125,000. TRL saved a significant amount by purchasing that property several years ago rather than continuing to rent the facility.

MOTION CARRIED UNANIMOUSLY.

C. Travel Expenditures Policy

Timberland's current travel expenditures policy provides 20¢ per mile reimbursement if private cars are used for library business. Automobile operating costs have increased since this figure was established in 1979 and the IRS now allows 24¢ per mile.

89-38 JEAN DAVIES MOVED TO ADOPT RESOLUTION NO. 89-03 RELATING TO PER DIEM, MILEAGE AND SUBSISTENCE PAYMENTS AND SUPERSEDING AND REPLACING RESOLUTION NO. 87-10; BILL LAWRENCE SECONDED THE MOTION.


Mr. Dickerson said the only thing changed from Resolution No. 87-10 is the mileage reimbursement allowance. The allowances for meals and per diem remain the same. Ms. Davies said she is comfortable with changing the mileage reimbursement at this time, but she does think the meals allowance needs to be reviewed again.

MOTION CARRIED UNANIMOUSLY.

The next regular Board meeting is on July 26, 7:30 p.m., at the Service Center. The Board will meet for a retreat on July 31, 5:00-9:00 p.m., at the Harmony House near Union. There was no further business and the meeting adjourned at 8:35 p.m.



CHAIR



SECRETARY

TIMBERLAND REGIONAL LIBRARY

MISSING NUMBERS
WITHDRAWN FROM
SURPLUS LIST

List of Surplus Property
June 21, 1989

- | | | |
|-----|---|--------------------------------------|
| 1. | | |
| 2. | 1 | Fiche Reader, Beige |
| 3. | | |
| 4. | 1 | Magazine Rack, White/Wood |
| 5. | 1 | Chair, Green/Vinyl |
| 6. | 1 | Chair, Green/Vinyl |
| 7. | | |
| 8. | 1 | Fiche Reader, Beige |
| 9. | | |
| 10. | 1 | Chair, Black/Vinyl |
| 11. | " | " " |
| 12. | " | " " |
| 13. | " | " " |
| 14. | " | " " |
| 15. | " | " " |
| 16. | " | " " |
| 17. | " | " " |
| 18. | " | " " |
| 19. | " | " " |
| 20. | " | " " |
| 21. | " | " " |
| 22. | " | " " |
| 23. | " | " " |
| 24. | | |
| 25. | | |
| 26. | | |
| 27. | | |
| 28. | 1 | Shelf, Brown/Wood |
| 29. | 1 | Shelf, Brown/Wood |
| 30. | | |
| 31. | 1 | 2-tier Table with wheels, Brown/Wood |
| 32. | | |
| 33. | 1 | Shelving, Brown/Wood |
| 34. | " | " " |
| 35. | " | " " |
| 36. | " | " " |
| 37. | " | " " |
| 38. | " | " " |
| 39. | " | " " |
| 40. | " | " " |
| 41. | 1 | Table, Tan, Wood/Metal |
| 42. | | |
| 43. | 1 | Shelf, Brown/Wood |
| 44. | 1 | Shelf, Brown/Metal |
| 45. | 1 | Shelf, Brown/Metal |
| 46. | 1 | Shelf, Brown/Metal |
| 47. | 1 | Counter, Brown/Wood |
| 48. | 1 | Counter, Brown/Wood |
| 49. | 1 | Shelf, Brown/Wood |
| 50. | 1 | Shelf, Brown/Orange, Wood/Metal |
| 51. | 1 | Counter, Brown/Wood |
| 52. | 1 | Shelf, Brown/Wood |

List of Surplus Property - June 21, 1989

53.	1	Shelf, Brown/Orange, Wood/Metal
54.	1	Desk, Tan/Metal
55.	1	Storage Cabinet, Brown & Yellow, Wood & Formica
56.	1	Study Carrel, Tan/Wood
57.	"	" " "
58.	"	" " "
59.	"	" " "
60.	"	" " "
61.	"	" " "
62.	1	Paperback Rack, Blue/Metal
63.	21	(1) Box Magazine Holders, Tan/Metal
64.	1	Typewriter Stand, Gray/Metal
65.		
66.	1	Chair, Brown, Wood & Cloth
67.	"	" " " "
68.	"	" " " "
69.	1	Chair, Gray & Rust, Metal & Vinyl
70.	1	Record Holder, Black/Metal
71.	1	Cassette Display Case, Brown, Woodlike Substance
72.	1	Mail Box, Black/Metal
73.	1	Magazine Display Rack, Beige/Metal
74.	1	2-Sided Desk, White & Brown, Wood/Metal/Formica
75.	1	Record Bin, Brown, Wood/Metal
76.	"	" " " "
77.	"	" " " "
78.	2	Boxes of 795 Type Dry Silver Paper
79.	1	Rolodex
80.	1	(1) Box of Miscellaneous Uncounted Micro-Fische
81.	1	6-Drawer Index
82.	2	Rolls Test Film
83.	2	Bates Rotary File
84.	1	Table, Tan/Wood
85.	1	Cassette Display Case, Wood
86.	1	Royal Manual Typewriter, Gray
87.	1	Wooden Chair, Metal/Wood
88.	1	Typing Chair, Brown, Metal/Cloth
89.	1	Form Rack, (6) Shelves, Gray, Metal
90.		
91.	1	Record Rack
92.	1	Record Rack Minus Record Holders
93.	1	Remington Manual Typewriter, Gray
X	7	Paperback Spinners
X	10	Various Size Pegboard Hangers
94.	1	Cassette Display Case, Wood
95.	3	Record Holders, Black/Metal
96.	1	Oak Card Catalog, Brown/Wood
97.	1	Tripod, Brown/Wood
98.	1	Olympia Typewriter, Gray
99.	1	Wood Shelf, Brown/Wood
100.		
101.	1	Cassette Rack, Brown/Wood
102.	1	Magazine Rack, White/Gray, Metal
103.	1	Magazine Rack, Beige/Metal
104.	1	Table, Brown/Wood
105.	1	Box with wheels, Brown/Wood
106.	1	Magazine Rack, Beige/Metal
107.	1	Record Rack, Brown/Wood

List of Surplus Property - June 21, 1989

108.	1	Magazine Rack, Beige/Metal
109.	2	Metal Frame, Silver, Metal
110.	1	Paperback Rack, Beige/Metal
111.	1	Paperback Rack, Beige/Metal
112.	1	Magazine Rack, Beige, Pegboard
113.	1	Chair, Brown/Wood
114.	1	Chair, Brown/Blue, Wood
115.	1	Typing Table, Beige/Metal
116.	1	Typing Table, Gray, Metal
117.	1	Chair, Brown/Blue, Wood
118.		
119.		
120.		

A-V EQUIPMENT

400.		Bell & Howell Projector #2
401.		Projection Screen-Da-Lite
402.		" "
403.		" "
404.		" "
405.		" "
406.		" "
407.		" "
408.		" "
409.		" "
410.		" "
411.		
412.		Earphone Stand
413.		Earphone Stand
414.		Tripod
415.		Tripod with wheels
416.		Da-Lite Mini-Screen

MISCELLANEOUS

600.		Typewriter, Smith-Corona
601.		Typewriter, Royal Electric
602.		Micro-Fiche Card Holder, Beige
603.		Micro-Fiche Card Holder, Beige
604.		" " "
605.		" " "
606.		" " "
607.		" " "
608.		" " "
609.		" " "
610.		" " "
611.		" " "
612.		" " "
613.		" " "
614.		" " "
615.		" " "
616.		Micro-Fiche Holder, Black
617.		" " "
618.		" " "
619.		" " "
620.		" " "

- 621. Tape Recorder, Electro
- 622. Stereo/Amplifier, AGS
- 623. Paper Holder
- 624. Paper Holder
- 625. Telephone Answering Machine Record-A-Call 2020
- 626. Cassette Recorder, Craig
- 627. Automatic Turntable, Technics
- 628. Message Machine, Radio Shack

MICRO-FICHE READERS

- 301. Northwest
- 302.
- 303. N.M.I.
- 304. "
- 305. "
- 306. "
- 307. "
- 308.
- 309. N.M.I.
- 310. "
- 311.
- 312. N.M.I.
- 313. "
- 314. "
- 315. "
- 316. "
- 317. "
- 318. "

MICRO-FILM READERS

- 319. Xerox
- 320. Xerox

MULTIPLEXERS --- MODEMS --- GRAY/BLUE

500. Universal Data
501. " "
502. " "
503. " "
504. " "
505. " "
506. " "
507. " "
508. " "
509. " "
510. " "
511. " "
512. " "
513. General Data Comm
514. MICOM
515. "
516. "
517. "
518. "
519. "
520. General Data Comm
521. MICOM
522. "
523. "
524. "
525. "
526. "
527. "
528. "
529. General Data Comm
530. MICOM
531. "
532. "
533. "
534. "
535. "
536. General Data Comm
537. Universal Data
538. " "
539. MICOM
540. "
541. "
542. "
543. Universal Data
544. " "
545. " "
546. MICOM
547. General Data Comm
548. General Data Comm
549. Universal