

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

July 26, 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  
Jean Haakenson, Member-at-Large  
William H. Lawrence, Lewis County  
Helen Timm, Mason County

BOARD MEMBER EXCUSED:

Doris Fourre, Thurston County

STAFF PRESENT:

Lon R. Dickerson, Director  
Michael Crose, Assistant Director, Management Services  
Mary Ann Shaffer, Assistant Director, Public Services  
Sally Loken, Assistant Director, Central Services  
Diane Johnson, Community Information Coordinator  
Dianne Loomis, Central Services Specialist  
Michael Potts, Reference Librarian, Shelton  
Kitty Schiltz, Community Librarian, North Mason  
Nancey Scott, Community Library Coordinator, Shelton

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

James Cockrell, Olympia Library Board  
Garth Getty, Shelton  
Laurel Nelson, Arcadia

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

AGENDA ITEM

NO.

1 Approval of Minutes

89-39 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JUNE 21, 1989, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. BILL LAWRENCE, CAROLYN DOBBS, JEAN DAVIES, AND JEAN HAAKENSON VOTED IN FAVOR OF THE MOTION; HELEN TIMM ABSTAINED. MOTION CARRIED.

2 Vouchers

89-40 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 28540 THROUGH NO. 28750 FOR JULY 1989 IN THE AMOUNT OF \$891,634.57; JEAN HAAKENSON SECONDED THE MOTION.

The following vouchers were reviewed:

- 2
- No. 28540 to Dynix in the amount of \$701,833 covers 60% of the cost of the new automated system. CALS has paid 70% of the total cost of the system. Payment of the balance owing is contingent upon different levels of acceptance by CALS.
- No. 28561 to Highsmith in the amount of \$6,804 is for eight book returns.
- No. 28585 to The Evergreen State College in the amount of \$50,498.27 represents two months of payments to CALS and includes TRL's share of \$34,226 in data base updates and \$24,824 in Attorney General's fees. The data base updates are for tapes developed by WLN to transfer the information from the ALIS system to the Dynix system. The legal fees are associated with the lawsuit against Data Phase.
- No. 28589 to the Department of Revenue in the amount of \$10,299.48 is a quarterly payment to the State of Washington for sales taxes on equipment and materials TRL purchases from out of state.
- No. 28600 to Griffin Technology in the amount of \$5,282.40 is for patron library cards.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

Mr. Dickerson reported that the libraries are circulating on Dynix and each day more progress is being made on getting the rest of the functions operational. He said the Vice President from Dynix was at the CALS Board meeting last week and he assured CALS that Dynix will put forth whatever resources and time will be necessary to make the system fully operational. The main problem has been in building the indexes for the public access catalogs.

May and June 1989 circulation reports are not yet available because CALS staff has had to concentrate on getting the Dynix system up.

Mr. Dickerson referred Board members to the summer reading program statistics. About 9,000 children have registered which is nearly the same as last year's program. There are about 1,300 finishers so far but it is still early in the program. Ms. Shaffer said Governor Gardner proclaimed July 25 as state-wide read-aloud day. Several of the libraries had programs with city, county and state officials reading aloud throughout the day.

Mr. Crose referred Board members to his written financial report covering the first half of the fiscal year. He said TRL will require a carryforward of \$1.2 million into 1990. We also need to transfer funds into the building fund, the automated circulation system fund, and the unemployment compensation fund. Expenditures are on target at 49% expended the first half of the year. There were questions from Board members regarding the training budget. Mr. Dickerson said expenditures have been detailed in the training budget and will be expended. Mr. Crose said he budgeted conservatively in timber revenues and those revenues have already far exceeded the budgeted amount.

Ms. Shaffer introduced Michael Potts, Reference Librarian at the Shelton branch. Mr. Potts came from Florence, Oregon, where he was assistant director for the library there and in charge of reference and

3A children's services. Ms. Shaffer said the Shelton-Mason County Journal has done several articles on new staff at Shelton. Ms. Johnson commented the Journal has received materials from TRL and has been very responsive in following up and doing personal stories. Ms. Timm said Ms. Johnson's department has done a good job getting newspaper coverage in Mason County.

Ms. Herrell said she attended the ALA Conference in Dallas. She said it was a good conference. She particularly enjoyed the pre-conference which Diane Johnson monitored. She said TRL can be proud of the good job Ms. Johnson did. Ms. Johnson said there is a section of the Public Library Association which is specifically for people involved in multi-type library systems. About 130 people from all over the country participated, including board members, consultants and administrators. Speakers at the pre-conference addressed library developments, funding, automation, standardization of bibliographic records, and implementing changes within library systems. Ms. Johnson said one of the hottest discussions during lunches and breaks was board memberships, whether they should be made up of librarians or lay people and whether they should be elected or appointed. She said she hopes the pre-conference will help build a base for library people to continue to share with each other. Ms. Herrell added that attending this conference helped her to see that TRL is fitting in very well with all the changes which are going on in libraries throughout the country. Ms. Johnson said conference attendees receive a great deal of expertise that TRL would not otherwise be able to pay for.

4 Correspondence and Public Comments

A. Certificate of Appreciation

Steve Pavletich has completed his term as student representative on the Hoquiam Library Board. A Certificate of Appreciation was presented for him. Ms. Dobbs said having a student representative on a library board is a good idea. She suggested this be a topic at a local library board workshop. Mr. Dickerson said Hoquiam appoints a student as a sixth member of the board. Ms. Herrell said she has attended Hoquiam board meetings and the student takes an active part in those meetings.

B. Correspondence

Ms. Herrell said TRL has received correspondence from the Mason County Commissioners (July 10, 1989) and from Garth Getty (July 12, 1989). Mr. Dickerson has responded to Mr. Getty's letter (July 14, 1989). Mr. Getty is seeking an annual breakdown of TRL's revenues and expenditures in Mason County. Mr. Getty approached the Mason County Commissioners with this request and the Commissioners corresponded with TRL requesting that TRL provide the information to Mr. Getty. Mr. Dickerson's response to Mr. Getty explained that this type of information is not compiled by county and, therefore, TRL is unable to provide the information in the format Mr. Getty is requesting. Mr. Dickerson advised Mr. Getty in the letter that TRL will continue to supply him with the information available and give him access to the public records.

Mr. Getty said TRL will be receiving about \$900,000 in revenue from Mason County and he would like to know how much will be going back into Mason County. He said the reason he is seeking this information is

4B because he is concerned whether or not TRL's service to Mason County is cost effective. He feels TRL is denying him this information. Ms. Timm said that Mr. Getty has never been denied information, but as Mr. Dickerson's letter explains, it is impossible for TRL to provide it in Mr. Getty's format. She said she does not consider Mr. Dickerson's letter a denial of information. In response to Mr. Getty's concern about TRL's cost effectiveness, Mr. Lawrence said he sat on the task force which negotiated with the City of Shelton. He said the City of Shelton felt it could no longer handle the cost of running its own library and sought relief by contracting with TRL. Mr. Getty said he thinks the county could operate a library system on less than it is paying TRL and that is why he is seeking this information.

Ms. Dobbs said she thinks this matter really comes down to the issue of local control or a regional system. She said she is sympathetic with these kinds of concerns. Her response is that the taxpayers get back over \$7 million worth of library services because they are part of a regional district. She feels this is a good return on the dollar. She explained that there are no boundaries in TRL and all services and materials are distributed freely throughout the district. Ms. Scott, Shelton's Community Library Coordinator, said she thinks Shelton's tax dollars for library service are being spent more effectively. Services are not being duplicated and more materials are available. To her that is more cost effective.

Mr. Getty said what he is requesting was granted to him in April 1989 by Mr. Crose citing 1988 revenues and expenditures in Mason County. Mr. Crose explained that the figures he provided to Mr. Getty are estimates and artificial and were provided as a courtesy to Mr. Getty. He said his department does not have the staff time to spend on this type of individualized report. Ms. Dobbs said these records are public and anyone is welcome to view them and make copies for themselves. Mr. Dickerson said TRL will provide what information it has and anyone can make his or her own interpretation of them. TRL produces data in the format required by the State of Washington.

Ms. Johnson said TRL has produced annual reports but not for the past couple of years. She said an annual report would help citizens assess the district, but TRL cannot generate information county by county because TRL does not operate that way. For instance, several staff work throughout the district, but simply dividing their salaries up among 27 buildings would be artificial because they may spend more time in some areas than in others different times of the year. Mr. Crose said the Mason County Treasurer's office would have records of funds which it had transmitted to the Thurston County Treasurer's office for TRL and he said that information should be broken down by revenue source. Ms. Timm said Mr. Crose's monthly financial reports to the Board are also available.

Mr. Lawrence said that Mr. Getty is very skillful in shifting his arguments. He said this discussion is costing the taxpayers and the Board time. He said he thinks the Board and staff have been very patient. Mr. Lawrence said these discussions never come to any resolution and he feels as if Mr. Getty does not want to come to any resolution. Mr. Getty was told he could have information which was available and he could do his own breakdowns, although the Board would not be able to acknowledge or verify Mr. Getty's breakdowns.

Ms. Herrell called for a break at 8:35 p.m. and the meeting reconvened at 8:45 p.m.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Utilization of 1988 carryforward funds balance

There remains \$415,674 in unallocated revenues in the 1989 budget. Mr. Dickerson made suggestions for several ways to use these funds and has requested the Board provide administration with direction on priorities.

89-41 HELEN TIMM MOVED THAT THIS ITEM BE ADDED TO THE AGENDA AT THE BOARD'S RETREAT ON JULY 31; CAROLYN DOBBS SECONDED THE MOTION.

Ms. Timm said she thinks the Board should consider this after it has had an opportunity to read and discuss the report on the long-range plan.

MOTION CARRIED UNANIMOUSLY.

Mr. Dickerson said administration's intent is to use as much as possible to augment the materials budget. Of the \$415,000 available, about \$60,000 additional is needed for the Dynix system, \$37,000 of which has already been approved by the Board tonight for the WLN tapes. The balance of \$23,000 would be used to bring the new library at Hoodspout on line and to install an 800 number for dial-up access so schools and the public may access the catalogs. Mr. Dickerson said building costs have been underestimated and an additional \$242,000 will be needed for that. He recommended \$13,000 be used for a new PA system and new chairs for the Service Center conference room, and the balance of \$100,000 be used for the materials budget.

There was concern expressed about offering dial-up service. It was explained that dial-up access would replace the outdated microfiche catalogs which TRL has been providing to schools. It will also cut out much of the staff time needed to answer the 800 number which terminates at Aberdeen reference. Mr. Dickerson added that he feels very strongly that public libraries should not support schools' curricula. Several staff said TRL wants to encourage children to read. Board members want to be sure dial-up access does not become a financial burden to TRL. The Board also expressed concern that building costs have been underestimated. Mr. Dickerson said TRL was estimating \$100 a square foot but after conversations with contractors and other library directors, it has been determined that \$110 to \$125 a square foot is more realistic. Structural requirements for libraries are also quite stringent.

7 Other Agenda Items

A. Building Projects

Ms. Timm reported she visited buildings that had been designed by the architects interviewed. She said she feels the architect who was hired has a great deal of imagination and creativity. Mr. Crose said the

7A architect also has the ability to establish rapport in the community. He has already been to a public meeting in Naselle. Ms. Johnson added that the architect was very straight forward at that meeting. He is also familiarizing himself with the history of the community and has respect for the community's individuality.


Mr. Crose said that instead of accepting the standard AIA contract, he did some research and modifications to the contract based on one Pierce County Library had and had it reviewed by TRL's attorney. The contract is being reviewed by the architect. Mr. Crose said he needs to begin the bid process for a contractor. He expects the architect has already begun the preliminary design work.

Last month Mr. Crose attended the Amanda Park school board meeting. The school board has agreed to allow space of one acre or more on the school grounds for a library. Once the contract has been signed with the architect for the Naselle building, Mr. Crose will have an engineering firm examine the Amanda Park site. There are possible septic problems. TRL is also dealing with the Quinault Indian Tribe to get their permission to place a library on the site. Mr. Crose said he expects concurrence from the tribe by late August. The architect will design both the Naselle and Amanda Park projects simultaneously. Mr. Crose said he expects to select a contractor for the Naselle project in December or January with construction beginning in March and completion in early to mid summer. He thinks the Amanda Park project will follow the same timeline and open in late summer or early fall.

The basic furnishings have arrived for Hoodspout. Mr. Crose has just finished modifications on the lease and has mailed it to the building owner for his consideration. He expects to have the lease signed off by the end of next week. The shelving has been ordered and should be delivered by late August. The building should be ready for occupancy by late September.

The shelving purchased for South Mason has been installed at Packwood. The carpeting purchased for South Mason is in storage for either Naselle or Amanda Park.

There was no further business and the meeting adjourned at 9:25 p.m.

  
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CHAIR

  
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SECRETARY