

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

August 30, 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
Helen Timm - Mason County

BOARD MEMBER EXCUSED:

William H. Lawrence - Lewis County

STAFF PRESENT:

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

GUESTS PRESENT:

Garty Getty, Shelton
Laurel Nelson, Arcadia

Chair Karen Herrell called the meeting to order at 6:15 p.m. The Board immediately went into Executive Session for the purpose of discussing personnel matters. The meeting moved into regular open session at 8:05 p.m.

AGENDA ITEM
NO.

1 Approval of Minutes

89-42 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JULY 26, 1989, AS DISTRIBUTED; JEAN DAVIES SECONDED THE MOTION. HELEN TIMM, JEAN DAVIES, JEAN HAAKENSON, CAROLYN DOBBS, AND KARREN HERRELL VOTED IN FAVOR OF THE MOTION; DORIS FOURRE ABSTAINED SINCE SHE WAS NOT PRESENT AT THE JULY 26 MEETING. MOTION CARRIED.

2 Vouchers

89-43 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 28751 THROUGH NO. 28967 FOR AUGUST 1989 IN THE AMOUNT OF \$185,463.53; JEAN HAAKENSON SECONDED THE MOTION.

Questions or comments were made on the following vouchers:

No. 28751 to David Roy for \$2,603 is first and last month rent for the new Hoodspoint library, plus \$1,000 security deposit.

2 No. 28792 to Western Library Network for \$14,465.54 is for two months billing.

Nos. 28825 (\$669.50) and 28826 (\$423.20) to Dianne Johnson, Nos. 28860 (\$1,200.80) and 28861 (\$695.40) to Frank Frazee, and Nos. 28882 (\$1,029.60) and 28883 (\$492) to Grays Harbor Historical Seaport are for programming provided for the summer reading program.

No. 28884 for \$801.50 to David Roy is for Hoodspport library's October rent. This voucher is issued early in order that Mr. Roy will receive it prior to October 1 and this procedure will continue monthly.

No. 29967 for \$14,932.83 to Scott Hilburn Auto Center is for a new courier van which was in this year's budget. TRL is also purchasing a new staff car to be based at the Shelton branch.

No. 28892 for \$240 to 1989 PNPMA Conference is registration for Bill Scherr's attendance at the conference.

No. 28962 for \$5,430.78 to the City of Shelton is the final portion of the \$300,000 TRL has paid to the city for the new library, \$200,000 of which is a loan.

No. 28828 for \$11,365.63 to Interior Space Design is for shelving for the Hoodspport library.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

Dynix Update

Ms. Loken reported significant progress has been made with the online catalog and patrons are able to now use the title and author indexes with a fairly high degree of certainty. The subject index is expected to be completed this week. Ms. Loken said she has been hearing good response from patrons. Ms. Herrell asked if the libraries will be receiving some self-help signage for using the patron catalogs. Ms. Loken said TRL graphics is in the process of preparing signage.

Ms. Loken said there continue to be other problems with the system and she is in the process of cataloging these problems for Dynix. Ms. Haakenson asked if there is still money owed to Dynix for the system. Mr. Crose said CALS is still holding 30% of the contract price. Mr. Dickerson added that the performance bond is also very strong. Ms. Loken said there are a number of other library systems that are interested in installing a Dynix system and both she and Mr. Dickerson have been receiving telephone calls asking how CALS is doing with the Tandem equipment. This is a strong incentive for Dynix to concentrate on CALS' system. She said the problems CALS is experiencing are getting all of the software to work together harmoniously. She said CALS is not experiencing response time problems like it did with the ALIS system. Ms. Davies expressed concern that it is taking so much longer getting the system running than originally indicated. Ms. Loken said Dynix has indicated that it will give its full attention to CALS until all of the problems are solved.

Timberland Hoodspport Library update

Ms. Shaffer said TRL anticipates opening the new Hoosport library on September 19. Michael Dinkins has been hired as the Community Library Supervisor and Kathryn Gray has been hired as the Library Assistant.

3A They are in the process of being trained. The shelving has been installed and there are already many books at the site waiting to be shelved. Hoodspout library's hours will be 1:00-6:00 Tuesday and Thursday and 11:00-4:00 Saturday.

Ms. Shaffer said the grand opening for the new William G. Reed Public Library at Shelton will be held on September 17, 2:00-4:00 p.m.

Furnishings for Timberland Packwood Library

Ms. Shaffer reported that the shelving originally purchased for the South Mason branch has been installed at the Packwood library. The previous shelving was no longer adequate in strength. The library has been rearranged to incorporate use of the meeting room as a children's area and space has been added for the EJIC.

Summer reading program

Ms. Shaffer referred to the summer reading program statistics. Read Aloud Day on July 25, which was the "brainchild" of Olympia children's staff Rosanne Thompson and Cayt Stevens, was statewide and had an official governor's proclamation. Governor's Readers Day, an event to honor summer readers and the grand finale for "The Washington Connection" (the statewide summer reading program sponsored by WLA), was August 29. About 425 attended and heard Governor Gardner and other storytellers read stories. TRL staff did all of the work on this event because it was held locally. Governor's Readers Day was the "brainchild" of Tammy Losey, TRL's Public Information Specialist.

Circulation

Since other matters are taking precedence, CALS has not been able to produce circulation statistics for TRL since April.

Long Range Plan

The Local Library Board Workshop will be held on October 7 at the Service Center. Stuart Elway and David Remington will be the morning speakers and the long range plan will be discussed in the afternoon. Mr. Dickerson said the long range plan will be on the TRL Board's September 27 meeting agenda for action.

Ms. Davies said she understood that the long range plan would be available for public discussion again before it would be adopted by the Board. Ms. Dobbs said the TRL Board can adopt a final plan and if there is considerable comment on the plan, it can be amended. Ms. Dobbs said she thinks it is important that the Board adopt a plan which represents what the Board considers the best plan. Ms. Davies said she wants to be sure the public knows they will be invited to make comments on the plan. Mr. Dickerson said planning is ongoing and one of the statements in the plan is that there will be another planning document in 1991. He said anything in the plan is subject to change at any time.

July 1989 revenues and expenditures

Mr. Crose referred to his written report. He expects to see positive activity with the next distribution of forest taxes in September. He is

- 3A seeing a turnaround in the economy and the valuations in the district are growing more rapidly than he had anticipated.

PNLA Conference

Ms. Davies reported on her attendance at the PNLA Conference in Coeur d'Alene, Idaho. The keynote speaker at the conference was the President of The Evergreen State College, Joseph Olander. She attended the trustee workshop "Trustees Can Make THE Difference" conducted by Alice Ihrig; a workshop "Building Community Support for Libraries"; a session "Managing the Individual: Each Employee Makes a Difference" conducted by Richard Rubin; and the trustee's breakfast. Helen Thomas, Chief of the United Press International's Washington Bureau, was the banquet speaker. Ms. Davies said she brought back materials which she will share with anyone who is interested in them.

Ms. Davies said the workshop with Mr. Rubin was particularly interesting to her. She said employee turnover in libraries is lower than any other profession. Mr. Rubin told them each individual can influence an organization, so it is important that staff know how to work well with the public and be representatives of the organization in whatever capacity they serve in. Ms. Dobbs said she thinks it is important for an organization to invest money in staff development and she suggested TRL consider this in its budget planning. Ms. Davies said the next PNLA conference will be held in Portland August 15-17, 1990.

- 4 Correspondence and Public Comments

A. Certificates of Appreciation

Nancy Dietrich, Westport, and Joan Zimmerman, Winlock, have completed second terms on their respective library boards. Certificates of Appreciation have been prepared for them.

- 5 Unfinished Business

A. Utilization of 1988 carryforward funds balance

There is \$415,674 in 1988 unallocated revenues. The recommendation is that \$173,674 be added to the General Fund budget (\$60,000 for completion of the Dynix system; \$13,674 for modifications and equipment for the conference room at the Service Center; and \$100,000 for the materials budget) and \$242,000 be transferred to the Building and Site Acquisition and Improvement Fund.

- 89-44 DORIS FOURRE MOVED TO ALLOCATE \$173,674 TO THE GENERAL FUND AND \$242,000 TO THE BUILDING AND SITE ACQUISITION AND IMPROVEMENT FUND; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 6 New Business

A. Fall retreat date

It is the intention of the Board to hold several retreats during the year as a means of enhancing communications and planning. Two previous retreats were held on March 1 and July 31.

- 6A Mr. Dickerson said agenda items for Board retreats include the personnel policy and affirmative action. Mr. Crose said he would like to develop a framework for the preliminary 1990 budget in September and continue to modify that document until the Board adopts it in December. He said much of the 1990 budget will be directly related to the long range plan. He needs to schedule meetings with the Board budget committee.

Doris Fourre and Helen Timm volunteered to act as a Board task force on the personnel policy.

The Board agreed to meet for work sessions at 6:00 p.m. prior to their regular meetings on October 25 and November 29.


7 Other Agenda Items

A. School access to TRL's collection

Mr. Dickerson said one of the primary focuses of the long range plan is to make the library more visible to people and to increase its use. Part of that emphasis is to reach children. The Dynix system allows others to use the catalog through dial up access and place requests for materials on line. TRL plans to contact schools in its service area and advise them of their equipment needs in order to access the catalog through an 800 number.

Another target group is the American Indian population. One of the ways to do this is to work cooperatively with the tribal libraries which have been established. Grants may be available to add terminals in tribal libraries and to place tribal libraries' bibliographic data online for reference use. Eventually, TRL will encourage the same type of access to others such as nursing homes and shopping centers.

There was no further business and the meeting adjourned at 9:15 p.m. Ms. Herrell called for a continuation of the Executive Session to discuss personnel matters.



CHAIR



SECRETARY