

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

September 27, 1989

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M I N U T E S

BOARD MEMBERS PRESENT:

Karen Herrell, Chair - Grays Harbor County
Carolyn Dobbs - Member-at-Large
Doris Fourre - Thurston County
Jean Haakenson - Member-at-Large
William H. Lawrence - Lewis County
Helen Timm - Mason County

BOARD MEMBER EXCUSED:

Jean Davies - Pacific 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
Barbara Durney, Circulation Supervisor, Olympia
Dianne Loomis, Central Services Specialist
Tammy Losey, Public Information Specialist
Kitty Schiltz, Community Librarian, North Mason

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

James Cockrell, Olympia Library Board
Harry Denny, Montesano
Garth Getty, Shelton
Helen Hepp, Montesano Library Board
Lloyd Lougheed, Montesano Library Board
Jerry McLaughlin, TCI Cablevision
Greg Nelson, Montesano City Council
Laurel Nelson, Arcadia
Hank Sexton, TCI Cablevision

Chair Karen Herrell called the meeting to order at 7:40 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes

89-45

JEAN HAAKENSON MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF AUGUST 30, 1989, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. JEAN HAAKENSON, HELEN TIMM, CAROLYN DOBBS, DORIS FOURRE, AND KAREN HERRELL VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED. MOTION CARRIED.

2 Vouchers

89-46 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 28968 THROUGH NO. 29157 FOR SEPTEMBER 1989 IN THE AMOUNT OF \$130,413.48; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 28968 (\$14,009.09) to Scott Hilburn Auto Center is for a new staff vehicle based at the Shelton branch. TRL is able to get a better price by negotiating on its own for vehicles rather than going through the state.

No. 29005 (\$2,045.21) to Xerox Corporation is for maintenance, repairs and supplies.

No. 29091 (\$1,400) to Taylor Appraisal is for appraisal of the South Mason property.

No. 29157 (\$4,360.51) to Commercial Office Mashines is for purchase of a photocopier for the Hoodspport branch.

MOTION CARRIED UNANIMOUSLY.

Ms. Herrell suspended the order of business and moved to Agenda Items 6A and 4C.

6 New Business

A. TCI donation to Timberland Regional Library

TCI Cablevision of Washington, Inc. and TRL are sponsoring a partnership venture entitled "Vision-ary" to stimulate the use of video and books as complementary learning tools. This project includes the production and airing of public service announcements on the availability of video cassettes at TRL libraries plus the production and distribution of a flyer to all cable subscribers in northern Thurston County. TCI Cablevision has donated 163 videos (88 titles) and 20 books to the library district plus a VCR. The VCR will be used in the Tumwater Timberland Library.

During a recent campaign to enlist new cable subscribers, TCI pledged to donate a percentage of the subscription revenues toward the construction of new library facilities in Lacey, Olympia, and Tumwater. TCI is donating \$7,400 to TRL with the request that \$5,000 be given to the building fund in Lacey and \$1,200 be given to Olympia and \$1,200 to Tumwater to hold in trust until library building programs are initiated in those communities. Gifts of money to TRL are accepted if conditions attached thereto are acceptable.

Mr. Lawrence questioned the \$1,200 contribution to Olympia since that city's library is fairly new. Mr. Dickerson said the long range plan calls for an additional library building in West Olympia. The Olympia City Council and the Olympia Library Board are interested in starting to pursue land acquisition for a West Olympia branch. Therefore, the \$1,200 to Olympia is an appropriate contribution.

89-47 DORIS FOURRE MOVED TO ACCEPT WITH DEEP THANKS AND APPRECIATION THE GIFT OF \$7,400 FROM TCI CABLEVISION OF WASHINGTON, INC., PLUS THE ACTIVE ASSISTANCE IN PROMOTING USE OF THE LIBRARY; CAROLYN DOBBS SECONDED THE MOTION.

6A Mr. Dickerson said this is a significant turn of events. Libraries have traditionally been print oriented, but seeing and hearing are just as valuable as reading. Books are not going out of style but libraries are embracing additional formats through which people can derive information and enjoyment.

Ms. Johnson said that TRL carefully chooses its corporate partners. She said TRL looks for companies that share the same values--equal access, lifelong learning, individual development, and quality of life in the communities served. Businesses serve specific markets and TRL looks for partners which complement each other. Even if no tax dollars are expended, there are indirect costs such as staff time.

Ms. Johnson said about two years ago TRL began discussing with TCI Cablevision the possibility of a cooperative venture which grew into the "Vision-ary" project. With the help of volunteer students, TRL staff, Don Mahlum from North Thurston School District, Brian Redpath and Les Profit from PACCOM, Michael Diamond from Sound Art Productions, and Nick Farbacher from Creative Printing, two public service announcements were produced which will be broadcast next month on cable television. Ms. Johnson showed the two PSA's, one of which was produced at the Olympia library.

TCI has donated over \$8,100 in materials and services to this project, plus the \$7,400 cash donation. Also TCI staff have expended a considerable amount of their time working with the Disney Channel, the Arts & Entertainment Channel, and Home Box Office. Artists working on the project have discounted their normal corporate rates and volunteers have given over 100 hours to the project. TRL has spent approximately \$1,900 on the project, including the printing of 35,000 fliers distributed in local cable bills and at libraries, plus staff time.

MOTION CARRIED UNANIMOUSLY.

89-48

CAROLYN DOBBS MOVED TO PRESENT \$5,000 TO THE CITY OF LACEY'S LIBRARY BUILDING FUND PLUS \$1,200 TO THE CITY OF OLYMPIA AND \$1,200 TO THE CITY OF TUMWATER TO HOLD IN TRUST UNTIL NEW LIBRARIES ARE BUILT IN THOSE CITIES; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Johnson introduced Jerry McLaughlin and Hank Sexton from TCI Cablevision. Mr. Sexton said TCI Cablevision is growing into other geographic areas within TRL's service area, which means the "Vision-ary" project will grow along with it. On behalf of TCI Cablevision customers, Mr. Sexton presented the TRL Board with a \$7,400 check. Ms. Herrell accepted the check with appreciation and said she looks forward to this partnership venture.

4 Correspondence and Public Comments

C. Letter from Montesano library board

Ms. Hepp referred to the September 25, 1989 letter from the Montesano Library Board, notes of the community's meeting with Mr. Dickerson, the July 17, 1989 TRL memo regarding "Robin Hood 1989", and a newspaper article in the 9/27/89 East County News "Monte says 'Robin Hood' just robbin'".

4C Ms. Hepp said the Robin Hood plan removed 9,150 books from the Montesano library for transfer to Hoodspport, Tenino and Winlock libraries. She said some of the books removed from Montesano included those purchased with memorial funds which are administered by the Montesano Library Board. The Montesano Board is requesting the memorial books which were removed in the Robin Hood project be returned to Montesano and that the TRL Board establish a policy wherein memorial books purchased for any TRL library be above and beyond the recommended size collection for that community.

Ms. Hepp said administration has already agreed that any memorial books which may have been removed in the Robin Hood project will be returned. Ms. Fourre said she thought it was already a policy that memorial books purchased for a specific library would remain in that library. Mr. Dickerson responded that is the usual practice, but the policy states that any books given to the library are accepted only if given to the entire district. Mr. Dickerson said the TRL Board is in the process of reviewing and recodifying all of its policies. Ms. Herrell said the long range plan refers to a collection policy and suggested that policy could contain the procedure for memorial donations.

Mr. Lawrence said the TRL Board has just accepted a gift from TCI Cablevision with provisos attached. He does not see any difference between that kind of gift and gifts from the memorial fund the Montesano Library Board administers. Mr. Dickerson said the donation from TCI Cablevision includes two different aspects. The cash donation was made by new cable subscribers in the Olympia area and TCI has requested that money be used for the people who subscribed. The books and videos will be distributed throughout the district. Memorial contributions can be assigned to a library where the funds come from but the materials must be made available to the entire district.

3 Reports

A. Library Director - Lon Dickerson

William G. Reed Public Library Open House

The open house for the William G. Reed Public Library was held on September 17. Since Helen Timm was ill and unable to speak as the board representative, Jean Davies took her place. Ms. Fourre said there was a large and enthusiastic crowd in attendance, including many notables.

Timberland Hoodspport Library

The new Hoodspport Library opened on September 19. Ms. Timm said a lot of people stopped by the library and even began arriving prior to the time the library was scheduled to open. She said the whole community is thrilled to have a library.

Dynix update

Mr. Dickerson reported Keith Wilson, Vice President of Dynix, met with several TRL, TESC and WSL staff today and announced that Dynix has determined that the Tandem computer will never work properly to fit CALS' specifications. Therefore, Dynix will withdraw the Tandem computer and replace it with another CPU (probably a Sequoia) at no additional cost to CALS. Mr. Dickerson said this announcement speaks

3A very well for Dynix's integrity. Dynix has assured CALS that Dynix will minimize as much as possible any interruptions and discomfort. Steve Metcalf, CALS System Manager, will be retrained in management of the new computer at Dynix's expense. Dynix recognizes the need for expediency and hopes to complete the changeover within the next few weeks.

Personnel

Mr. Dickerson announced that on Sunday, October 1, there will be an open house for Marian Osterby, who is retiring after 22 years of service to TRL.

Mr. Dickerson requested that the Board meet in Executive Session after tonight's meeting to discuss a personnel matter.

Contracts for architectural services (Naselle & Amanda Park)

Mr. Dickerson announced that negotiations for the contracts for architectural services for the Naselle and Amanda Park libraries have been completed. Mr. Crose indicated the negotiations took considerable time because of questions of additional expenses which were unacceptable to TRL. TRL's attorney did a good job of negotiating acceptable contracts.

August 1989 revenues and expenditures

Mr. Crose referred to his written August 1989 revenues and expenditures report. The report indicates that he has accomplished the final transfers into the Building Fund and Unemployment Compensation Fund. There have been some modifications in the budget which will be reflected in next month's report.

Proposed rules for prorationing - October 10 meeting

Mr. Dickerson said prorationing is a continuing topic of discussion and debate. The Department of Revenue has proposed new rules for administratering the law passed by the legislature in 1988. Libraries support the rules as written, however, fire districts are extremely unhappy with the proposed rules. Mr. Dickerson said he expects there will be a large contingency from fire districts at the October 10 hearing. He encouraged library people to attend also. Testimony will be given by Mark Allen, WLA's lobbyist, as well as by Lon Dickerson and Mike Crose. Mr. Dickerson said he sent Board members a copy of his letter to the Department of Revenue indicating that if fire districts' proposals are adopted, TRL will lose about \$1 million and would have no alternative but to sue. Fire districts have threatened to sue and very likely will if the rules are adopted as proposed.

Video cassettes in TRL

Mr. Dickerson said TRL has been able to build its video collection to about 1,700 items. Because of limited resources, TRL's emphasis is on educational and theatrical. TRL has also received video donations from the McArthur Foundation in addition to TCI Cablevision's donation.

4 Correspondence and Public Comments

A. Certificates of appreciation to local library board members

Certificates of Appreciation were presented for local library board members Foster Bucher, Centralia, and Beggs Johnston. Westport.

B. Certificate of appreciation to retiring staff member

A Certificate of Appreciation was presented for retiring staff member Marian Osterby, Centralia.

5 Unfinished Business

There was no unfinished business.

6 New Business

B. Long Range Plan

Last year the TRL Board received a task force report entitled "Library Assessment and Development Plan". This plan was discussed at a number of public forums throughout the district. The report and the public comments were then given to a committee to use in preparation of a long range plan for the library district. That plan is now ready for Board approval.

Mr. Dickerson said he is very excited about this ambitious plan. To fully implement it will require changes in the funding levels of the district, but the plan does provide direction and focus. Mr. Dickerson said he thinks it is appropriate that the plan is on the Board's agenda for approval tonight at the same time the president and governors are meeting to discuss the future of education. Libraries are an important adjunct in education and this plan reaffirms that role. Libraries help people with information, literacy, job skills, and pleasurable reading.

89-49

BILL LAWRENCE MOVED TO ADOPT "REACHING FOR THE 21ST CENTURY; TIMBERLAND REGIONAL LIBRARY LONG RANGE PLAN, 1989-2000"; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Dickerson asked how the Board thinks the plan should be promoted. Mr. Lawrence said the Board has adopted the plan. He thinks it is the Director's responsibility to implement the plan within budget constraints and keep the Board advised. Ms. Johnson requested clarification on the use of the background materials since this information will enhance staff's ability to sell the program to the communities that are looking at building projects. Ms. Dobbs said the background documents are working documents which will constantly change. She said the background documents should be presented carefully as something which may be achievable and what TRL is aiming for. The public needs to understand the background documents are working figures which are TRL's best guess at a point in time. Mr. Lawrence said the Management Council needs to discuss the program and as administration makes its decisions, Ms. Johnson needs to carry out her PR responsibilities. Ms. Fourre said any PR about the plan should make it clear that this plan was created from community input and that it is not the TRL Board's plan.

6 C. 1990 preliminary budget

Mr. Crose said this time of year he usually re-evaluates TRL's programs and develops a preliminary budget which will be as close as possible to the budget the Board will adopt in December. This year he looked at TRL's 1989 programs and projected what he thinks those programs will cost in 1990. The major changes are in the materials budget which has been increased to 17% (an increase of 1%) and in the training budget which has been increased from \$20,000 to \$56,000 because of concerns expressed by staff and Board about the training area. Mr. Crose said he will work through the specifics of this budget over the next two months in preparation for the final budget which the Board will adopt in December. Assessed valuations are not available so the Board is unable to set a uniform levy rate, but TRL must legally adopt a preliminary budget in September.

89-50 HELEN TIMM MOVED TO ADOPT RESOLUTION NO. 89-04 ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1990; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. October and November meeting locations

Mr. Dickerson said work sessions have been scheduled at 6:00 p.m. prior to both the October and November meetings to discuss the 1990 budget. In order to encourage and facilitate the participation of local library boards and the public in the budget process, the Board usually holds meetings in locations other than the Service Center. After Mr. Dickerson made tentative arrangements to have the Board meet at the Centralia library in October, he received an invitation from the Westport board to hold the October meeting at Westport. Since the Westport board wants to discuss its building program, they are willing to host a Board meeting next spring. In the meantime, the Westport board would like to meet with Mr. Dickerson and one or two TRL Board members.

89-51 JEAN HAAKENSEN MOVED TO HOLD THE OCTOBER 25 TRL BOARD MEETING AT THE CENTRALIA TIMBERLAND LIBRARY AND THE NOVEMBER 29 TRL BOARD MEETING AT THE WILLIAM G. REED PUBLIC LIBRARY IN SHELTON; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.


E. Interlocal agreement with Pacific County on use of telecommunications facilities

Mr. Crose said there are expensive interlata charges involved in the transmission of voice and data communications between the southern portion of Pacific County and the rest of the library district. The TRL Board authorized the library district to work with Pacific County as it developed and implemented an independent telecommunications and datacommunications system which utilizes microwave radio. TRL entered into an oral agreement with Pacific County to use the microwave transmission in its Pacific County libraries. The microwave system is saving TRL a great deal of money. All maintenance of the system is handled by Pacific County Public Works Department. It is necessary at this time to enter into a formal written agreement between the Pacific County Commissioners and the TRL Board. The interlocal agreement has been reviewed by TRL's attorney.

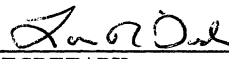
6E
89-52

CAROLYN DOBBS MOVED TO AUTHORIZE AND DIRECT THE TRL BOARD CHAIRWOMAN AND TRL DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY AND PACIFIC COUNTY ON THE USE OF TELECOMMUNICATIONS FACILITIES; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

There was no further business and the meeting adjourned into an Executive Session to discuss a personnel matter. Ms. Herrell adjourned the meeting at 10:35 p.m.



CHAIR



SECRETARY