

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Centralia Timberland Library
110 So. Silver, Centralia, WA 98531

October 25, 1989

I N D E X

<u>AGENDA ITEM</u>		<u>Page No.</u>
<u>NO.</u>		
1	Approval of Minutes	1
2	Vouchers	2
3	Reports	
	A. Library Director - Lon Dickerson	2
4	Correspondence and Public Comments	5
5	Unfinished Business	5
6	New Business	
	A. 1990 Budget	5
	B. Annual Evaluation of Director	7
	C. Addendum to Union Contract	7
7	Other Agenda Items	
	A. Budget Committee Meeting	7

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Centralia Timberland Library
110 So. Silver, Centralia, WA 98531

October 25, 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
William H. Lawrence - Lewis County
Helen Timm - Mason County

STAFF PRESENT:

Lon R. Dickerson, Director
Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Diane Johnson, Community Information Coordinator
Bill Scherr, Human Resources Manager
Dianne Loomis, Central Services Specialist
Paddy Mullins, Children's Associate, Centralia
Rivkah Sass, Community Library Coordinator, Chehalis
Kitty Schiltz, Community Librarian, North Mason
Betty Sholund, Reference Librarian, Centralia

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Suzette Birdsell, Montesano
Rosanne Bridgham, Centralia Library Friends
Curtis DuPuis, Oakville
Helen Hepp, Montesano Library Board

Chair Karen Herrell called the meeting to order at 6:06 p.m. She called for an Executive Session for the purpose of discussing union contract negotiations. The Executive Session ended at 7:05 p.m. The Board then met for a budget work session until 7:30 p.m. The regular meeting reconvened at 7:40 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes

89-53 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 27, 1989, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. BILL LAWRENCE, DORIS FOURRE, CAROLYN DOBBS, HELEN TIMM, JEAN HAAKENSON AND KAREN HERRELL VOTED IN FAVOR OF THE MOTION; JEAN DAVIES ABSTAINED. MOTION CARRIED.

2 Vouchers

89-54 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 29158 THROUGH NO. 29387 FOR OCTOBER 1989 IN THE AMOUNT OF \$236,734.89; BILL LAWRENCE SECONDED THE MOTION.

The following vouchers were reviewed:

No. 29236 (\$15,028.50) to Sunset Air, Inc. is for the heat pump installed at the Packwood branch.

No. 29158 (\$37,489) to Bell Anderson Insurance is for the district's general insurance package, including public officers liability.

No. 29264 (\$2,374.83) to Computerland, No. 29267 (\$634.32) to Cambridge Career Products, and No. 29284 (\$469.26) to College Board Publications are EJIC expenditures.

No. 29280 (\$852.48) to Sound Art Productions is for video taping the local library boards workshop and some of the Centennial author programs produced throughout the district. The video tapes will be placed in the library's collection.

No. 29292 (\$991) to David Roy includes rent for the Hoodsport facility and electrical services provided for the computer system.

No. 29302 (\$935.99) to David Remington and No. 29301 (\$650) to Elway Research are for expenses for their participation in the Management Council's workshop and the local library boards' workshop.

No. 29303 (\$770.02) to Capitol Information Systems is for courier boxes.

Ms. Herrell commented it appears a lot of equipment was purchased this month. Ms. Shaffer stated most of the equipment purchases are for the EJIC's; this grant money needs to be spent by the end of the year. Mr. Lawrence said the Board was reassured the EJIC's would not be a great expense to TRL. Mr. Dickerson responded that all of the expenditures for the EJIC's have come from grant moneys and that 1989 is the last year of the three-year grant. The expenditures are for establishing the centers and the only ongoing costs to TRL will be updates of materials. Mr. Dickerson said the long range plan does call for the establishment of an EJIC center at the Hoquiam library by the end of next year and local (TRL) funds would be needed to accomplish this objective.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

September 1989 revenues and expenditures

Mr. Dickerson referred to the September 1989 revenues and expenditures report. TRL has received to date about \$511,000 beyond what was budgeted in timber revenue. It is expected TRL will receive another quarter million dollars by December. TRL is about 3% below budgeted expenditures for this time of the

3A year.

October 10 hearing on prorating rules

Mr. Dickerson said about 480 people attended the October 10 hearing on prorating rules, most of whom were fire district representatives. The fire districts are urging the Department of Revenue not to adopt the rules and instead allow full implementation of the 35 cents. The Department of Revenue will issue a ruling on November 13. The rules which the Department of Revenue has proposed are supported by libraries because the rules support the intent of the legislation. If one version of the rules which the fire districts are pushing is adopted, it could cost TRL about \$1 million. Mr. Dickerson said he has already indicated to the Department of Revenue that if that situation arises, TRL will have no alternative but to enter into litigation.

November 3 legislative hearing

Mr. Dickerson said HB 2124 (property tax reform) would provide some stability. It has very strong support at the House level and the House leadership wants to work with the Senate to help them understand the problems and get the measure passed. Mr. Dickerson said he has been asked to testify at the hearing. The WLA lobbyist has requested that a couple of TRL trustees also testify, primarily as to how the voters established the district and gave the district protection and how that protection needs to be continued.

Memorial books

Mr. Dickerson said representatives from Montesano addressed the TRL Board at its meeting last month regarding the memorial books which were removed from the Montesano branch. The books have been recovered and returned to Montesano. A computer program will allow memorial books to have an item type so they will remain in the library to which they are donated. Mr. Lawrence said Board members received a letter from Marjorie Kaufman and he requested that the Board acknowledge her note and express its appreciation. Ms. Hepp said she would relay that message to Ms. Kaufman. She said the Montesano board appreciates the support it received from the TRL Board. The Montesano Board is waiting to hear whether it will become a policy that memorial books will not be counted as part of a library's allotment. Mr. Dickerson said the count of memorial books cannot be addressed as a policy, but rather on a building by building basis since it will depend on space available. Ms. Dobbs suggested this matter be addressed in the collection development policy.

Dynix update

Mr. Dickerson said Dynix will be switching from the Tandem computer to the Sequoia computer over the weekend and CALS should be on the new system by Tuesday morning. A similar switch was successfully made by Dynix in Portland last week. Mr. Dickerson said he continues to have confidence in Dynix and expects the company will be able to resolve all of the problems.

Ms. Davies asked when the Dynix system will be completed. Ms. Loken said she expects all problems will be diagnosed and solved by the end of the year.

3A Local library boards workshop

Ms. Timm said there was a good turnout at the workshop with a lot of good interaction. She felt it was a good program. Ms. Fourre said she thought both Stuart Elway and David Remington had good presentations. She has attended one local library board meeting since the workshop at which board members said they learned a great deal. Ms. Dobbs said she talked with David Remington the day before and she was happy to see that some of TRL's long range plan topics and discussions are fitting in with important library trends and more general philosophical trends. Mr. Dickerson said the video of the workshop has already been used by the Aberdeen School District, and the City of Olympia intends to use the tapes.

Friends forum

Ms. Timm said the Friends forum was not as well attended as the local library boards workshop. She said she enjoyed all of the speakers including Liz Stroup from Seattle Public Library and Mary Ellen Wheeling from Olympia. Mr. Lawrence said he was impressed with the enthusiasm shown by the Friends. He said Shelton Friends have offered to host the next forum at the Shelton library. He expressed his disappointment there was not better representation from Lewis County.

EJIC openings

Ms. Haakenson said she attended the Chehalis EJIC opening. Those in attendance were very excited with all of the possibilities. She said she is anxious to see how the EJIC centers develop. Ms. Fourre said she attended the Lacey opening and was surprised by the large turnout. Mr. Dickerson said each EJIC opening had different speakers from such places as Employment Security who emphasized how grateful they are to have the EJIC resources available to them. Ms. Sass said there are good computer programs available to help people with their typing skills, writing resumes, etc. She has been talking about the EJIC to service groups. She has heard good response and genuine enthusiasm that the library is providing this service. Ms. Sass said the EJIC is more staff intensive than she would like it to be and they have to explain to the people that once staff explains the basics, they are on their own. Ms. Haakenson said this is an area where TRL will have to be very careful in marketing because of staff time. She thinks it would be an excellent way to use volunteers. Mr. Dickerson said TRL is providing the resources for the community and it is up to other people and groups to help complete the picture. Ms. Sass said she has a list of people who have volunteered to provide one-on-one instruction at the Chehalis EJIC. Ms. Johnson added that TRL is marketing the EJIC's very carefully and making sure that people understand that staff cannot work with them. Mr. Dickerson said staff is making sure the program TRL is developing is something TRL will be able to maintain after the grant funding is gone. TRL will not get involved in counseling or other staff intensive programs.

All Staff Day - October 30, 1989

Mr. Scherr said the topic of the All Staff Day program will be dealing effectively with people. The workshop leader will help staff develop skills so they can deal more effectively with people, identify characteristics and personalities and how those personalities interact with each other, and develop an action plan on how to use the skills learned. Individuals will be asked to go back to each facility and develop a facility action plan so the skills learned can be reinforced. Mr. Scherr said this All Staff Day will be the kick off of

- 3A next year's staff development program.

Process for filling Centralia and Chehalis vacancies

Mr. Dickerson said Marian Osterby has retired from the Centralia library. Rivkah Sass has accepted a position in continuing education at the Washington State Library. Application deadline for both positions was October 20. TRL received 38 impressive applications and staff are in the process of reviewing the applications and checking references. It is expected 5 to 6 interviews will be scheduled before Thanksgiving and people will be hired in the positions by the end of December. Local library board members, city officials and staff will be invited to review the resumes of those being interviewed and to meet the people informally after the formal interviews.

- 4 Correspondence and Public Comments

There was no correspondence.

Rosanne Bridgham and other people commented there are a lot of satisfied patrons using the patron terminals to access the collection.

- 5 Unfinished Business

There was no unfinished business.

- 6 New Business

A. 1990 Budget

The Board's work session prior to the meeting was devoted to the 1990 budget. Mr. Dickerson said TRL has gone through a long process of developing a long range plan based on community and staff input. The long range plan has become the central document in planning the future of the library district and ties in very closely with the budget. Mr. Dickerson had listed in chronological order all of the activities enumerated in the plan and he reviewed those items which have implications for the 1990 budget.

Mr. Dickerson said he is anticipating TRL will have a carryover of \$1 million in timber tax receipts, half of which he is recommending be used for buildings. He recommends a new facility in Salkum, money be set aside for a city building project under the partnership program, and money be reserved for a possible remodeling project to make the Raymond library more handicap accessible.

The Board has pledged to continue to support the concept of comparable worth to make sure salaries remain competitive. There is a need to increase funding in professional services for training since TRL is using a lot of technology. Part of that technology includes funding for public access PC's with CD ROM drives for Aberdeen, Centralia and Olympia. All of the EJIC sites will also be equipped with this type of equipment. As part of training, there is a need to increase funding for staff and board to attend conferences.

TRL has been experimenting with kiosks in Bucoda and Rainier and the long range plan calls for the possibility of additional kiosks. New facilities will be opened in Amanda Park and Naselle by the end of 1990 so TRL needs to increase funding for utilities and custodial services, plus a small amount for increased staffing. There is additional work which needs to be done at Packwood to make

6A that facility more energy efficient.

Mr. Dickerson said he continues to be concerned about the cost of providing increased access to patrons. A 33% increase in postage has been provided even though TRL is experimenting with getting patrons to pick up their materials at their local libraries. There is a need to discuss the whole process of overdues since overdues cost about \$24,000 yearly in postage. The installation of a security system at the Olympia branch has had a positive impact on loss of materials, and staff are recommending security systems also be placed in the Shelton and new Lacey libraries.

TRL is interested in including funding for staff wellness and employee assistance programs. TRL's insurance rates are going up considerably next year because TRL staff are at the highest level of insurance usage.

The long range plan calls for a volunteer program throughout the district to help with a variety of activities. It is recommended that a volunteer coordinator position be established.

Mr. Dickerson said he would like to investigate the possibility of contracting for custodial services and courier services to see if it would be more cost effective.

Staff are looking into the possibility of a new acquisitions system because WLN is very expensive. This would involve the purchase of software, and there may be some staff implications. TRL is also looking into tying PC's throughout the district into the Service Center network so staff can input data and transmit it to the business office.

Mr. Dickerson said he would like TRL to work closer with the business and economic communities which would include memberships in Chambers of Commerce and EDC's.

Administration is aware some buildings will need increased staffing. Staff have been handicapped in defining this more clearly because Dynix has not been able to provide valid circulation statistics.

Mr. Dickerson said it is possible a pilot project could be established in a couple of libraries next year which would provide computer learning centers for children.

The Service Center needs to be recarpeted and private offices provided for some staff.

TRL has been increasing its materials budget over the past several years. Mr. Dickerson said he would like to see the materials budget at 18% in 1990 and supplement it with timber tax receipts to bring it to 20%.

Mr. Dickerson said he has reviewed those items which have budget implications. There are a large number of other commitments in the long range plan which have more time implications rather than budget implications.

There was discussion about the dial up access to the catalog. TRL is currently targeting schools, but anyone with a PC will be able to use the dial up access. Mr. Lawrence expressed concern with computer viruses. Ms. Loken said patrons will dial directly into the catalog and they will not be able to get from the

6A catalog into the data files.

Mr. Lawrence said he does not care for the Certificates of Appreciation which have been offered to long time staff who are leaving the district.

B. Annual Evaluation of Director

TRL's policy provides that annually in November the Board meets with the Director in Executive Session to review progress toward annual goals and objectives. It was agreed the Board will meet for a budget work session at 6:00 p.m., regular meeting at 7:30 p.m., and Executive Session after the regular meeting on November 29. The meeting will be held at the Shelton library.

C. Addendum to Union Contract

The TRL Staff Association petitioned the Washington State Public Employment Relations Commission for a clarification as to the library employee positions included and excluded from representation in the union. Management and the Staff Association worked out a settlement of the issues without the involvement of PERC. The terms of the settlement provide that community library supervisors will continue to be represented by the union. In addition, the union will represent the community librarians presently excluded from union representation (professional building heads in Montesano, North Mason, Ocean Park-Ilwaco, Tumwater, and Yelm-Tenino). The positions of children's coordinator, collection development coordinator, and reference coordinator will no longer be represented by the union.

89-55 BILL LAWRENCE MOVED TO ACCEPT AND RATIFY, CONTINGENT UPON UNION RATIFICATION, THE CONTRACT ADDENDUM FOR ARTICLE II RECOGNITION AND BARGAINING UNIT, SECTION 1, OF THE COLLECTIVE BARGAINING AGREEMENT NOW IN EFFECT BETWEEN TIMBERLAND REGIONAL LIBRARY AND TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AND TO DIRECT THE BOARD CHAIRWOMAN AND THE DIRECTOR TO EXECUTE THE AGREED UPON CONTRACT ADDENDUM ON BEHALF OF TIMBERLAND REGIONAL LIBRARY. JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items

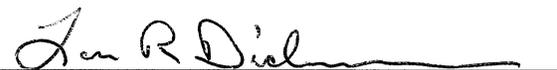
A. Budget Committee meeting

Mr. Dickerson requested a meeting of the board budget committee be scheduled within the next two weeks. Ms. Dobbs requested a list of all budget items which have clear policy implications.

There was no further business and the meeting adjourned at 10:10 p.m.



CHAIR



SECRETARY