

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING

William G. Reed Public Library  
7th & Alder, Shelton, WA 98584

November 29, 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  
William H. Lawrence - Lewis County  
Helen Timm - Mason County

STAFF PRESENT:

Lon R. Dickerson, Director  
Michael A. Crose, Assistant Director, Management Services  
Mary Ann Shaffer, Assistant Director, Public Services  
Sally Loken, Assistant Director, Central Services  
Diane Johnson, Community Information Coordinator  
Barbara Durney, Circulation Supervisor, Olympia  
Nancey Scott, Community Library Coordinator, Shelton

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Hilton Bailor, President, Shelton Friends  
Suzette Birdsell, Montesano  
Garth Getty, Shelton  
Marie Grinnell, Shelton Library Board  
Jane Gruver, Shelton Library Board  
Helen Hepp, Montesano Library Board  
Irene Robbins, Shelton Friends  
Lloyd Soine, Shelton Library Board  
Jim Tostevin, Shelton  
Pat Tostevin, Shelton

Chair Karen Herrell called the meeting to order at 6:00 p.m. The Board met in a work session for the purpose of discussing the 1990 budget. The regular meeting convened at 7:35 p.m. Ms. Herrell expressed appreciation for the opportunity to meet at the Shelton library.

AGENDA ITEM

NO.

1 Approval of Minutes

89-56 JEAN HAAKENS ON MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 25, 1989, AS DISTRIBUTED; JEAN DAVIES SECONDED THE MOTION.

- 1 Mr. Lawrence asked to amend his comments regarding staff recognition certificates to state that the format looks like an obituary.

MOTION CARRIED UNANIMOUSLY AS AMENDED.

2 Vouchers

- 89-57 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 29388 THROUGH NO. 29720 FOR NOVEMBER 1989 IN THE AMOUNT OF \$338,930.31; CAROLYN DOBBS SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 29388 (\$18,465) to Spectrum Human Resource Systems is for software, maintenance and training for personnel record keeping requirements recommended by the state auditor's office.

No. 29408 (\$1,366.11) to IBM is for maintenance on the business office computer equipment for the year.

No. 29432 (\$16,432.46) to Western Library Network is a two-month billing.

Nos. 29446 (\$1,052.24), 29447 (\$1,215.89) and 29448 (\$418.69) are for repairs done by Thurston County on TRL vehicles covering the period January through September 1989.

No. 29539 (\$15,000) to R M R S Systems is the monthly allocation for postage districtwide.

No. 29553 (\$23,145.40) to Computerland should be the final expenditure from the grant for EJIC equipment.

No. 29389 (\$766) to All Ways Travel is for airline tickets to Rochester, Minnesota for Mike Crose's attendance at a workshop.

No. 29503 (\$26.05) to Warshal's Sporting Goods is for bulk film for the graphics department.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

November 3 legislative hearing

Ms. Fourre reported the hearing on November 3 was a joint Senate and House hearing on local government revenues. Representatives from cities, counties, fire districts, library districts and hospital districts testified. Washington State's present tax system is causing financial problems for all taxing districts. Ms. Fourre said the legislators listened attentively but she is not sure the legislature will do anything about the problem. She said some cities and counties are in very desperate straits.

Ms. Timm said she was most impressed with the testimony from law enforcement representatives from small cities and counties. They talked about what is

- 3A happening in the court system. In order to keep a convicted felon in jail, they have to lay off one of their deputies, which is crucial in a small department. Ms. Timm said it was very depressing to listen to how short of money all of the governmental agencies are. She hopes the legislators were as impressed as she was.

Mr. Dickerson said he gets signals occasionally that this may be the year the legislature will act on this problem of which the prorationing crisis is just a portion. He thinks the major themes in the legislature next year will be law enforcement, drugs, sex offenders, and the judicial system. HB 224 is still the vehicle for reform of local government finances. The approach for prorationing will not help the cities and counties very much but it will provide a stable base for junior taxing districts. It is estimated an additional \$10 billion will be needed to take care of what cities and counties require over the next 10 years. The current taxing system will not generate that much money.

Mr. Dickerson said the Department of Revenue is still working on the rules for implementing the proration legislation. The Department of Revenue has developed a different approach which is not one Mr. Dickerson totally supports but is a rational interpretation of the legislation. DOR has worked with Mr. Crose on the methodology. Mr. Dickerson convened a meeting of district library directors throughout the state on November 27 to bring them up to date on the rules DOR is likely to implement. Mr. Dickerson expects the rules will be released within the next 10 days. They will not affect TRL since TRL received levy protection. However, some other library districts which do not have that protection could be affected. TRL is in the third year of its five year levy protection.

Mrs. Herrell announced Library Legislative Day is on January 25 at the Westwater in Olympia.

#### October 1989 revenues and expenditures

Mr. Crose said revenues and expenditures are on target. Revenues from timber sources are exceeding his expectations. He is currently working with the assessors in the five counties to establish the library district's levy rate for next year. It will be 50 cents per thousand dollars of assessed valuation but the question is how many dollars will be generated based on the value of the district. Mr. Crose said he is pleased that the values of the district are going up and 1990 looks like it will be a healthy year financially.

#### Dynix update

Mr. Dickerson said the switch from the Tandem to the Sequoia computer has been completed. There are still a few bugs which need to be solved but Dynix is making constant progress in getting the system fully operational. The major functions the district uses, such as circulation, continue to work very well. Mr. Dickerson said he heard from WSL that one of its staff members who used to spend 8 hours a day on the ALIS system is now able to get the same amount of work done in 2 hours on Dynix, thereby allowing the other 6 hours for other tasks. Mr. Dickerson said he has heard only one complaint about the patron online catalog being user friendly. He understands release 120 will help. Many people tell him how much they like it and how easy it is to use. Dynix is making progress on completing the indexes and is also working on a new program for magazine retrieval.

- 3A Mr. Lawrence asked about the lawsuit against Data Phase. Mr. Dickerson said the trial is scheduled in February 1990.

All Staff Day - October 30, 1989

Ms. Shaffer reported All Staff Day was held at St. Placid's Priory in Lacey. The Effectiveness Institute conducted a workshop on how to deal with difficult customers. It was similar to a previous workshop and it helped reinforce what staff had learned before. Ms. Shaffer said she has heard from several staff that they are using the skills they learned. Abby Pfaff (Olympia) and Joyce Nichols (Tumwater) were honored for their 20-year anniversaries with TRL. Keith Wilson from Dynix addressed the staff. He answered many questions and brought everyone up to date on the kinds of support CALS can expect to receive from Dynix.

Personnel

Alma Greenwood, Reference Coordinator, is retiring at the end of December, 1989. She has been with TRL almost 20 years. Mr. Dickerson said this will be a difficult position to fill both personally and professionally. Ms. Greenwood will be missed.

Mr. Dickerson announced that Corene Jones-Litteer, currently the Ocean Park/Ilwaco Community Librarian, has been appointed as Community Library Coordinator at Chehalis, effective January 2, 1990. TRL has not yet hired a Community Library Coordinator at Centralia. Two more interviews are being scheduled next week and he hopes the position will be filled soon.

Mr. Dickerson said December 13, 1989, is the date most TRL Board members will be available to meet in Executive Session for the annual evaluation of the Director. It will be held at 7:00 p.m. at the Service Center. Ms. Herrell said she will be on vacation until December 11 so she may not be able to get the information regarding the evaluation to all Board members prior to the Executive Session.

4 Correspondence and Public Comments

A. Correspondence

Ms. Herrell said she received a letter from Dean Hooper, Silver Creek, and she has provided copies to Board members. She said Mr. Hooper has spent a lot of time researching and reading the information provided in the long range plan. He has made several comments, many of which are technical in nature. Ms. Herrell said she will respond to Mr. Hooper herself, but requests that Mr. Dickerson address the technical matters.

Ms. Fourre referred to the letter addressed to Ms. Herrell from the Simpson Elementary School in Montesano regarding the removal of primary level books from the Montesano library. She said the letter indicates to her that TRL should be providing more books for school use. She said she has seen school districts time and time again rely heavily on public libraries rather than provide school libraries and librarians. Ms. Hepp said as she understands the letter, the school is not expecting TRL to take the place of a school library. The school is trying to teach students that libraries are very important. Ms. Birdsell said the Montesano library looks very empty after so many books were removed as a result of the "Robin Hood" project.

4A Mr. Dickerson explained that historically books have been distributed in the district on the basis of shelf space available. At one time Montesano was headquarters for county-wide operations and, therefore, had a larger collection. The "Robin Hood" project is an attempt to equalize the collections so each library in the district has 2 books per capita. In those libraries which have the space, including Montesano, the collection will be 3 books per capita. Ms. Shaffer said TRL did remove books from Montesano but not 2/3 of the primary collection as indicated in the letter. Ms. Johnson added the problem is districtwide and is addressed in the long range plan. There are currently not enough materials for that age group. Ms. Johnson said she thinks the Friends will make an effort to ascertain patrons' satisfaction level at Montesano. She said the Friends are very concerned that the publicity in the paper not turn people away from the library. Ms. Birdsell said primary age children need to see books on the shelves because this age group does not use the computer and TRL should allocate more money for materials for this age group. Ms. Dobbs said TRL is giving priority in its long range plan to the children's collection.

Ms. Shaffer said when the Hoquiam library is closed for renovation at the end of December, the majority of its materials will be housed at the Shelton library until the Hoquiam library reopens again. During the renovation, the Hoquiam library will be housed in a 700 square foot facility with a small select collection. Ms. Shaffer said the shelves in the Shelton library were purchased with the year 2000 in mind and that is why the shelves are not full.

Ms. Timm said she received a letter from Mike Gibson, Mason County Commissioner, which he requested be read:

"Please accept my apology for not being able to attend tonight's meeting. I was planning to attend, however a matter arose that necessitated a change in my schedule.

"Again, sorry I could not be there tonight. Please advise me of further dates and I will try to be there."

#### B. Public Comments

Mr. Getty read RCW 42.17.290 regarding protection of public records--public access. He also quoted from a letter to the Mason County Commissioners from Helen Timm dated February 9, 1989. He said he believes the citizens of Mason County and the City of Shelton are entitled to know how their tax dollars are spent. He will continue to seek financial information from TRL regarding expenditures in Mason County until TRL is willing to give Mason County an annual report.

Mr. Getty said the TRL Board is appointed as representatives of the people within their area. He said he has attended several Board meetings but has never heard Board members refer to what the people in the county they represent have to say. He suggested Board members spend time in their respective counties for this purpose.

Mr. Lawrence drew an analogy between the TRL Board and a school board. School boards are elected by the residents of the district. TRL Board members are appointed by the County Commissioners. School boards and library

4B boards serve the same purpose by looking at the total needs of the district. Mr. Lawrence said TRL is a system and the TRL Board must think as a system. Ms. Dobbs and Ms. Timm added that TRL Board members do visit with local library boards and Friends groups in the counties they represent. They want to hear what the people have to say and they report this to other TRL Board members. Ms. Herrell said when a person is appointed to the TRL Board, the appointment must be approved by the County Commissioners in all five counties.

Mr. Tostevin said people do look toward individual Board members as their representative. He noted when the letter from the Montesano school was discussed earlier, it looked like Board members were "circling their wagons" rather than looking at the problem and how it can be fixed. Ms. Birdsell said Montesano wants to be a part of the system, but the people are concerned about how decisions affect them. She suggested each local area be approached individually because it would help them understand better how they fit into the system.

Ms. Davies said she has found that what affects Pacific County, the county she represents, affects the system and vice versa. When the Board makes policy decisions, they must keep in mind how it affects not only the system but also each county they represent. She said she represents a rural county and brings a rural perspective to the Board.

Ms. Fourre said nothing makes her happier than to see libraries established in Hoodspport, Salkum and Mountain view, even though she is a Thurston County representative.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. 1990 budget

Mr. Dickerson said the Board met in a 1990 budget work session prior to the meeting. TRL plans to increase the materials budget from 16% of the operating budget in 1989 to 17% in 1990. Five years ago the materials budget was only 9% of the operating budget. Mr. Dickerson is recommending that timber money be used to supplement the materials budget in 1990 to bring it to 20%. If TRL is able to allocate 20% toward materials over the next several years, it will be that much closer to having materials on hand to meet the demand.

Mr. Dickerson said in order to accomplish everything in the long range plan, it will require a tax base of 75 cents per thousand dollars of assessed valuation. Currently the maximum libraries can receive is 50 cents. It will take a dramatic turnaround in the economy to bring property values up to approach the level of support TRL needs.

Mr. Dickerson said the 1990 budget being finalized for the Board to adopt at its December meeting is one which he thinks can be supported on an ongoing basis. TRL approaches timber tax money as "soft" money to be used for one-time expenditures. The maintenance and repairs part of the budget has stabilized. There will be an increase in staffing levels when the new Lacey

6A library opens in the last quarter of 1990. TRL has anticipated this and planned for it. However, TRL will not be able to undertake that kind of large increase again unless there is an improvement in the economy. Staffing level increases to handle increased workloads have been built into the 1990 budget.

Mr. Dickerson said preliminary assessed valuations which Mr. Crose has received indicate they are going up faster than staff had earlier projected.

B. 1990 Contract between Timberland Regional Library and the Timberland Regional Library Staff Association

Ms. Herrell said negotiations have taken place for the 1990 contract between TRL and the TRL Staff Association on Health and Welfare/Retirement and Wages.

89-58 DORIS FOURRE MOVED TO ACCEPT AND RATIFY THE AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AS NEGOTIATED. THIS ACCEPTANCE AND RATIFICATION IS CONTINGENT UPON SIMILAR ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION. UPON WRITTEN NOTICE OF SUCH ACCEPTANCE AND RATIFICATION BY THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION, THE BOARD CHAIR AND THE LIBRARY DIRECTOR ARE HEREBY AUTHORIZED TO EXECUTE THE AGREED UPON COLLECTIVE BARGAINING AGREEMENT ON BEHALF OF TIMBERLAND REGIONAL LIBRARY. BILL LAWRENCE SECONDED THE MOTION.

Mr. Dickerson said he has received written notification from the Staff Association that the agreement has been accepted.

MOTION CARRIED UNANIMOUSLY.

89-59 HELEN TIMM MOVED TO GRANT EFFECTIVE JANUARY 1, 1990, A 5% SALARY INCREASE TO EXEMPT STAFF, PLUS THE PAYMENT BY EMPLOYER OF THE PREMIUM AMOUNTS FOR THE EMPLOYEE'S HEALTH AND HOSPITALIZATION, DENTAL, VISION, AND LIFE INSURANCE, PLUS A CONTINUATION OF EXISTING BENEFITS. CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items

Ms. Haakenson thanked Claire Christiansen for the good job she is doing by filling in as Community Library Coordinator at the Chehalis and Centralia libraries. Since the Chehalis position has been filled, Ms. Christiansen will be able to concentrate more on the Centralia library. Ms. Haakenson said the change has been difficult but a lot of good things have come out of what Ms. Christiansen has done.

Ms. ~~Christiansen~~<sup>Fourre</sup> said new officers have been elected in the Washington Library Friends and Trustees Association. Board members should be receiving a copy of the "Advocate" shortly. She said the next WLA conference will be in Pasco in April. A lot of good trustees meetings are planned and she hopes all of the TRL Board members will be able to attend.

There was no further business and the meeting adjourned at 9:05 p.m.

Karen A. Herrell  
CHAIR

John R. Dial  
SECRETARY