

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

December 20, 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

BOARD MEMBERS EXCUSED:

Doris Fourre, Thurston County
Helen Timm, Mason County

STAFF PRESENT:

Lon R. Dickerson, Director
Mary Ann Shaffer, Assistant Director, Public Services
Sally Loken, Assistant Director, Central Services
Michael A. Grose, Assistant Director, Management Services
Diane Johnson, Community Information Coordinator
Claire Christiansen, Community Library Coordinator, Olympia
Dianne Loomis, Central Services Specialist
Louise Paull, Library Associate, Tenino

Liane Bascou, Board Recording Secretary

OTHERS PRESENT:

Suzette Birdsell, Montesano
Madge Geard, Tenino
Helen Hepp, Montesano Library Board

Chair Karen Herrell called the meeting to order at 7:35 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes

89-60 JEAN HAAKENSON MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES
REGULAR MEETING OF NOVEMBER 29, 1989, AS DISTRIBUTED; BILL LAWRENCE
SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

2 Vouchers

89-61 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 29721 THROUGH NO. 29931 FOR
DECEMBER 1989 IN THE AMOUNT OF \$220,565.54; JEAN HAAKENSON SECONDED THE
MOTION.

2 Mr. Crose reviewed the following vouchers:

No. 29747 (\$3,676.41) to Pitney Bowes--\$2,064 for quarterly postage meter rentals and the balance for supplies.

No. 29757 (\$32,552.10) to The Evergreen State College--\$24,000 for OCR readers ordered last summer and the balance for regular CALS charges.

No. 29764 (\$1,812.08) to Financial Systems Products is for supplies, toner and paper for the microfilm reader printers in several libraries.

No. 29826 (\$11,605.79) to Computerland--\$9,357 is for the business office area network and \$2,248 is for the tape backup system for the central processing unit.

No. 29837 (\$7,184.67) to Capital Communications is for a new sound system and acoustical preparation of the service center meeting room. The warrant will be prepared and held until the project has been completed.

No. 29847 (\$3,142.34) to Bank & Office Interiors is for new chairs for the TRL Board.

MOTION CARRIED UNANIMOUSLY.

Ms. Herrell suspended the order of business and moved to Agenda Item 4.

4 Correspondence and Public Comments

A. Certificates of Appreciation to retiring staff members

Ms. Shaffer said that Louise Paull has worked for TRL for the past 11 years. She started at the Oakville library as a part-time library assistant and three years later transferred to the Tenino library. Ms. Paull worked several years in the old Tenino library located upstairs in the old town hall. She and several others in the community helped convince the Tenino Town Council that the bank building left to the town should become the new Tenino library, which did happen with the help of an LSCA grant. Ms. Paull provided very personalized service. A farewell party with nearly 100 attendees was held for her on December 17. Ms. Herrell presented Ms. Paull with a Certificate of Appreciation.

Ms. Shaffer said Ms. Greenwood was unable to attend tonight's meeting. She and her husband are moving to Anderson Island and will be doing some traveling. A farewell potluck will be held for her on December 27 at the Olympia library. A Certificate of Appreciation was presented for Ms. Greenwood.

B. Certificates of Appreciation to local library board members

Certificates of Appreciation were presented for Jim Brown (Aberdeen), JoAnne Seaton (South Bend), and Karen Bell (Yelm), all of whom completed second terms on their respective local library boards.

3 Reports

A. Library Director - Lon Dickerson

November 1989 revenues and expenditures

Mr. Crose was unable to complete the November 1989 revenues and expenditures report because he has not yet received figures from Thurston County.

Dynix update

Mr. Dickerson said CALS is continuing to make progress with the Dynix installation. It is expected a lot of errors in the database will be cleared up this weekend. The new software release 120 has been postponed again until January. The loading of the bibliographic records for new materials has been done and Dynix is completing the building of the indexes.

CALS System Manager Steve Metcalf is still working on the dial up access. He is working with some schools in the area trying to diagnose the problem. Mr. Lawrence asked if TRL will be able to track usage of dial up access. Ms. Loken said the telephone company will be able to provide information on how many calls are made and how long each call is. The Dynix system will provide information on how many requests are taken.

Processing fees for lost materials and overdues procedures

TRL will begin charging processing fees on lost and overdue materials. Mr. Dickerson said he expects there will be public reaction to this new policy. The fee will be \$7.50 per item in addition to the cost of the item. The fee is based on actual expenses incurred to replace an item. This new policy will be advertised extensively throughout the district. Patrons will be given amnesty and will not be charged the fee if overdue materials are returned by January 31, 1990. The processing fee will go into effect February 1, 1990.

Another new procedure which will go into effect on February 1, 1990 is enforcement of overdues. About 4% of TRL's collection is in the long overdue status and it usually is for materials heavily in demand. TRL is attempting to get patrons to return materials more promptly so the materials will be available for other patrons to use. The new procedure provides that patrons will be blocked from checking anymore materials out if they have one item overdue. Patrons will also be blocked from placing holds on materials if they have one item overdue. If a patron places a hold before an item becomes overdue, the system will send the patron a postcard stating that the hold has been canceled.

Ms. Haakenson said she likes the new policy. Once patrons become familiar with the new policy, they will make more of an effort to get their materials returned on time.

3A Personnel

Mr. Dickerson announced that Sandra Kersley from Los Angeles, California, has been hired as the Community Library Coordinator in Centralia. Mr. Lawrence said he met her. Mr. Dickerson said Ms. Kersley has 20 years of library experience as a paraprofessional and professional. She worked 8 years in Los Angeles County and has been a branch head at 4 different libraries. She is very familiar with library automation, she has a strong background in children's work and literacy, and she has been actively involved in the use of volunteers.

Ms. Shaffer said Claire Christiansen has done an exceptional job supervising not only the Olympia and Tumwater libraries, but also the Centralia, Chehalis, Mountain View, Packwood, Salkum and Winlock libraries during the time Centralia and Chehalis have been without Community Library Coordinators.

Mason County appointment to TRL Board

Mr. Dickerson said Ms. Timm has been appointed by the Mason County Commissioners to serve a second term on the TRL Board. The County Commissioners from the other four counties still need to concur with the appointment.

Board Retreat/In-Service Training

Mr. Dickerson said Bill Scherr is working on all training programs for 1990. This includes training for the TRL Board, administration and the Management Council. Mr. Scherr will be circulating a program to the TRL Board asking for reactions to what he is proposing. There has already been discussion to hold two Board retreats on policy matters. Mr. Scherr is proposing several mini sessions before Board meetings, or a couple of Saturdays or week days during the year and he needs some direction from the Board as to time commitments. Responses were that having training sessions on the same night as the Board meeting would not be as productive, it would depend on the subject matter, and week days would be difficult for those who work.

Mr. Lawrence said he notices the Employee Bulletin contains information on several workshops and suggested there needs to be some type of procedure followed as to who attends these workshops. Mr. Dickerson said workshops pertinent to libraries are known about well in advance and administration works with supervisors to identify staff who would benefit from them. The workshops cited in the bulletin are to advise staff of training opportunities. Mr. Dickerson said some staff wish to enhance their personal skills to help them in their present job, for promotions, or their personal lives. TRL usually does not provide funding for these workshops.

TRL's 21st birthday

Mr. Dickerson noted that TRL is 21 years old this month.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. 1989 Final Budget

Mr. Lawrence asked if the budget committee was of any assistance to Mr. Crose. Mr. Crose responded it was not as helpful as it could be. He said he thinks there needs to be a different approach to the budget making process.

Annual budgets are revised at the end of the year to accurately reflect unanticipated changes in revenues and/or expenditures.

89-62 JEAN HAAKENSON MOVED TO ADOPT RESOLUTION 89-05 REVISING THE 1989 BUDGET; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. 1989 Tax Levy

TRL's 1989 levy rate for 1990 tax collections will be the maximum allowable of 50 cents per thousand dollars of assessed valuation.

89-63 BILL LAWRENCE MOVED TO ADOPT RESOLUTION 89-06 SETTING THE 1989 UNIFORM PROPERTY TAX LEVY RATE AND LEVY AMOUNT FOR COLLECTION IN 1990; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. 1990 Budget

The recommended operating budget amount for 1990 is \$6,623,718.

89-64 CAROLYN DOBBS MOVED TO ADOPT RESOLUTION 89-07 ESTABLISHING THE 1990 BUDGET; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. 1990 Salary for Director

89-65 BILL LAWRENCE MOVED TO GRANT, EFFECTIVE JANUARY 1, 1990, AN ANNUAL SALARY OF \$63,000 FOR THE DIRECTOR, PLUS THE PAYMENT BY THE EMPLOYER OF THE PREMIUM AMOUNTS OF THE EMPLOYEE'S HEALTH, HOSPITALIZATION, DENTAL, VISION, AND LIFE INSURANCE, PLUS A CONTINUATION OF EXISTING BENEFITS; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. Non-Resident Borrower Fee for 1990

The annual non-resident fee for 1989 has been \$46.00. It has been determined that each of the households in TRL's service area will be paying an average of \$41.90 for library services in 1990. The Board adopted a resolution in 1987 allowing the non-resident fee to be revised annually.

89-66 JEAN HAAKENSON MOVED TO SET THE NON-RESIDENT BORROWER FEE FOR USE OF TIMBERLAND REGIONAL LIBRARY AT \$42.00 PER YEAR EFFECTIVE JANUARY 1, 1990, AND TO AUTHORIZE NON-RESIDENTS THE OPTION OF PAYING FOR A NON-RESIDENT BORROWER CARD WHICH IS GOOD FOR SIX MONTHS FOR HALF THE ANNUAL FEE; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 F. Adoption of Meeting Schedule for 1990

89-67 JEAN DAVIES MOVED TO ADOPT THE TRL BOARD'S MEETING SCHEDULE FOR 1990 AS THE 4TH WEDNESDAY OF EACH MONTH, EXCEPT THE JUNE AND DECEMBER MEETINGS WILL BE HELD ON THE 3RD WEDNESDAY; JEAN HAAKENSEN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

G. Election of Officers for 1990

89-68 BILL LAWRENCE MOVED TO ELECT CAROLYN DOBBS AS TRL BOARD CHAIRPERSON FOR 1990 AND TO ELECT KAREN HERRELL AS THE TRL BOARD VICE-CHAIRPERSON FOR 1990; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items


A. Montesano

Ms. Hepp said the Montesano library board held a very productive meeting. There was concern expressed that Montesano patrons be assured that memorial books not be counted as the allotted number of books assigned to Montesano according to formula. Ms. Hepp said the Montesano board was assured that this would be in writing. Ms. Johnson added that there was a very successful interaction between the Montesano library and the community during its annual Festival of Lights. The Montesano Friends offered free refreshments and access to the library's restrooms. Ms. Johnson said Montesano is doing an outstanding job in helping the people see the library as a part of the community. Ms. Hepp announced that Lloyd Lougheed is resigning from the board because he is moving from the area.

There was no further business and the meeting adjourned at 8:30 p.m.



CHAIR



SECRETARY