

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING

Service Center  
415 Airdustrial Way S.W., Olympia, WA 98501

February 28, 1990

I N D E X

AGENDA ITEM NO.		Page	No.
1	Approval of Minutes		5
2	Vouchers		5
3	Reports		
	A. Library Director - Lon Dickerson	1,	6
4	Correspondence and Public Comments		9
5	Unfinished Business		9
6	New Business		
	A. Utilization of unbudgeted 1989 timber tax receipts		9
	B. Agreement between TRL and Pacific County re use of telecommunication facilities		10

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M I N U T E S

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Lon R. Dickerson, Director  
Michael Crose, Assistant Director, Management Services  
Mary Ann Shaffer, Assistant Director, Public Services  
Sally Loken, Assistant Director, Central Services  
Diane Johnson, Community Information Coordinator  
Bill Scherr, Human Resources Manager  
Corene Jones-Litteer, Community Library Coordinator, Chehalis  
Tom Joselyn, Community Library Coordinator, Lacey  
Sandra Kersley, Community Library Coordinator, Centralia  
Chris Livingston, Community Library Coordinator, Hoquiam  
Dianne Loomis, Central Services Specialist  
Kitty Schiltz, Community Librarian, North Mason

Liane Bascou, Board Recording Secretary

GUESTS PRESENT:

Suzette Birdsell, Montesano Library Board  
Helen Hepp, Montesano Library Board  
Clint Pherson, Architect

Chair Carolyn Dobbs called the meeting to order at 7:30 p.m. She suspended the order of business and moved to Agenda Item 3A.

AGENDA ITEM

NO.

3 Reports

A. Library Director - Lon Dickerson

-- Update on building programs

Naselle

Mr. Crose reported that TRL is currently involved in the design phase of the Naselle project. Mr. Crose said there has been good community involvement in the project and it has been a very succesesful process. He thanked TRL staff Mike Wessells, Sally Nash and Diane Johnson for

3A

their involvement in the project. People from the community have provided a significant amount of input. Mr. Crose said a building has been developed which meets TRL's objectives in providing service in that area and also meets with the community's idea of what a library should be in that area. He introduced the architect for the Naselle and Amanda Park projects, Clint Pherson.

Mr. Pherson said the Naselle library will be a little over 2,500 square feet. The building will be configured to deal with the noise generated by the highway and to capitalize on the view of the Willapa Hills to the north. A 10-stall parking area will be provided. The view to the north is the focus of most of the reading and public areas of the library. The prevailing weather is from the south, unfortunately, but they are dealing with that with a broad canopy over the front entrance. There will be a side entrance from the parking lot area for deliveries and staff access.

Mr. Pherson said the plans he is showing need to be revised. Instead of a building with crawl spaces and footings, the building will be placed on a concrete slab with raceways for wiring. This will result in a savings of about \$30,000.

The meeting room area can be secured so that people will have access to that area without the library having to be open. The meeting room will hold 30 people and is designed for flexibility. It will include a storage area for chairs and tables and a small kitchenette. The circulation desk will be at the heart of the building so that everything will be as visible as possible for staff. There will be an area for a computer learning station projected for the future. The OPACs will be near the circulation desk so that staff will be readily available to help patrons.

The intent is to landscape and furnish the outside area off the inside reading area so patrons may go outside on nice days. The Naselle Friends have already received funds from the state for this project designated as a centennial garden. Mr. Lawrence asked about the possibilities of expansion since this is the type of community which may develop as a strong recreational area. Mr. Pherson said the intention is to expand to the north.

The landscaping of the site has not been indicated as yet. The intent is that the community will participate in generating the funds for landscaping. It is anticipated the landscaping will emphasize the view to the north, provide protection from the weather at the entrance, and cut down on highway noise. Mr. Pherson said his firm has a good landscape architect and there are several people in the community who are very knowledgeable in botany.

The middle portion of the building has a higher roof area so it will have a higher ceiling than the sides of the building. The higher roof area will be covered with glazed concrete shingles which are guaranteed for 50 years. It will be a wood frame building and the exterior will have concrete blocks covered with a ceramic glaze. The trim on the outside will be wood with a marine finish. Except for the trim, the materials used will provide a zero maintenance building. Mr. Pherson showed examples of the materials which will be used. He said the colors will look good against the predominantly gray skies in the area.

3A

Mr. Pherson said it is difficult to anticipate the bidding clientele on this project since it is an isolated location. Therefore, a local contractor in Long Beach was hired to provide construction estimates which were determined to be slightly under \$200,000. The total budget for this project is \$264,000. If TRL approves the design, it will take about 8 weeks to prepare the drawings for bidding. The bidding will be a prequalified process where solicitation for qualified bidders will be publicly announced. After that material is reviewed, selected contractors will be invited to bid. The bids will be opened in May with an anticipated completion of the project in October or November.

Ms. Davies commented that the community support for the Naselle project has been terrific and their input has been invaluable. She said the people have asked excellent questions and provided many good ideas. The community plans a library fund raising event at its Finnish Festival in July.

Amanda Park

Mr. Pherson said his intention is to design a building for the Amanda Park library which is indigenous to the culture of the area. One meeting has been held in that community and another is scheduled for Monday evening. Mr. Pherson said he expects to have a preliminary design completed in about 4 weeks. The Quinault Indian Tribe has given its approval for having the library on the school site. TRL will own the building and will have a 99 year lease with the tribe. The building will be about 2,000 square feet which is a little larger than the community requires but fits in with TRL's plan not to build anything less than 2,000 square feet.

Lacey

Mr. Joselyn said the Lacey library started out in a bookmobile over 20 years ago. It has been in two other sites since then. About two years ago, the City of Lacey ran a bond issue which got over 50% support from the voters but was not enough to pass the bond. When the bond issue did not pass, the City Council decided to proceed in whatever ways it could to get a new library built. The city set aside \$1.1 million in councilmatic bonds which is about half of the cost of the project. There have been many fund raising projects in the community including sales of T-shirts, recycling cans, an invisible parade, and a talent show. Many large contributions have been made to the building fund and as of last night \$92,000 still needs to be raised. Other sources of revenue for the project were the partnership program from TRL and an LSCA grant from the State Library.

Mr. Joselyn said there was a bid opening yesterday morning and the architects are in the process of analyzing the bids. The building will be located next to Lacey City Hall. Mr. Joselyn showed a model of the proposed building and floor plans. It will be a 20,000 square foot building. A meeting room will have separate access and will be similar to the Olympia library meeting room with a divider in the middle. The circulation desk and book return will be near the front entrance. The section for "easy" readers is in an isolated area so the children's noise will not carry into other parts of the library. The center of the building will have a high ceiling and there will be lots of natural light. A reading area is included for adults and young adults. There

3A

is a staff area and lounge. Mr. Joselyn said it will be a very open plan and will provide lots of flexibility. There will be an EJIC area included. The City hopes to have a contract signed with a contractor and groundbreaking by the first of April. The architects expect the building will be completed by December.

#### Hoquiam

Ms. Livingston said the original Hoquiam library is a 1911 Carnegie building. It is a prairie style building which is rather unusual for this area. There are five of these style of Carnegie buildings which have been renovated the past several years. One is in Detroit Lakes, Minnesota, which is part of the library district which Mr. Dickerson previously worked for. Ms. Livingston said a librarian from Illinois has written a history of different Carnegie buildings under renovation in a booklet "Sisters Under the Eaves." The Hoquiam architect used this librarian's design for the specifications and also visited her and all of the libraries she wrote about. Ms. Livingston said in the mid 70's, a timber mill owner in Hoquiam left the city \$25,000 to be used for adding to or renovating the Hoquiam library. Also a Hoquiam city clerk who died left some money for the library. This money was invested and grew to over \$100,000. The Hoquiam board decided to use this money for planning. An architect was hired to develop a schematic design and site plan to present to the voters. The City placed a bond issue on the 1988 primary ballot for \$1.9 million which passed. The same architects in Seattle were hired to continue with the project primarily because these architects have experience in historic preservation projects. A contractor from Tacoma was the low bidder and construction has begun.

The new entrance will be on 7th Street and is at street level. Because the building is built on tide flats, there are some additional concerns which need to be dealt with when restoring the building. The collection will need to be on the upper floor rather than the ground floor. Because of the possibility of damage to the original structure and to the hardware store nearby and because it is such a wet site, it has been decided to use auger cast piles rather than drive piles. The space under the new addition will be used for parking. Once inside the entrance, there will be stairs to the main area and an elevator, and stairs down to a common lobby, restrooms, multipurpose room, staff room, small conference room, drinking fountain and telephone. This area can be closed off from the main library. There is another entrance which will be designated as handicap accessible which goes straight to the elevator or meeting room. The library will have a terra cotta roof which was original to the building and has a 50 year guarantee. Some interesting designs chosen by the architects are grates over the parking garage and designs in the tile work. The building will have carpet tile with flat wire which will allow more flexibility for moving equipment. The building will have 4 skylights. There were considerations that had to be dealt with in connecting the old building to the new addition in the event of an earthquake. The plan offers good visual supervision of the library. The long range plan calls for an EJIC center. There will be a work room behind the circulation desk with glass partitions. The total square footage will be 17,200, with the main library area at 8,540 square feet, which is what the long range plan calls for in Hoquiam.

3A

Other Building Projects

Mr. Crose said that Ms. Livingston is also overseeing the Amanda Park project. Mr. Dickerson added that the Community Library Coordinators in the district are very important in the process of building projects. There are other communities which are in very early stages of building projects. There has been considerable activity in Elma and the city has designated a site for a new library. An architect in Montesano is doing some preliminary designs for a new Elma library, although the city does not have funds for the project. It is expected the Friends will pay for the initial architectural work.

The City of Olympia has purchased property for a branch on the west side located on Capital Mall Drive. TRL has made it clear to city officials that TRL has no intention of operating a library on the west side until there is adequate funding to fully implement the long range plan. The property became available and the city took advantage of the opportunity.

1

Approval of Minutes

90-03

DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 24, 1990, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. DORIS FOURRE, BILL LAWRENCE, KAREN HERRELL, JEAN HAAKENSEN, JEAN DAVIES AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; HELEN TIMM ABSTAINED. MOTION CARRIED.

2

Vouchers

90-04

JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 30100 THROUGH NO. 30305 FOR FEBRUARY 1990 IN THE AMOUNT OF \$263,901.63; BILL LAWRENCE SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 30134 to The Evergreen State College (\$35,042.29) is for two months expenditures for CALS including supplies and equipment maintenance.

No. 30147 to Washington Library Association (\$5,777) is for TRL's institutional membership and the TRL Board's membership.

No. 30196 to Security Pacific Bank (\$2,136.72) is the final payment on the telecommunications system in the library district. TRL owns all of its telephone equipment.

No. 30240 to U. S. West (\$174.64) is for moving the telecommunications line from the Hoquiam library to the library's temporary site at city hall.

No. 30246 to Twin Cities Chamber of Commerce (\$100) is for TRL's membership to the Centralia/Chehalis Chamber of Commerce. TRL will be joining all Chambers of Commerce in the five county area. Ms. Davies asked who will represent TRL at these meetings. Mr. Crose said he and the building supervisors will be on the Chambers' mailing lists and the building supervisors will be attending the meetings. He said TRL also will be participating in Economic Development Councils in the five

2 county area.

No. 30305 to Employment Security Department (\$318.13) is the quarterly payment on unemployment compensation. TRL currently has \$90,000 invested in this fund.

No. 30228 to RCR Airport Mini-Storage (\$55) is for storing the DataPhase equipment which has been segregated from other surplus equipment pending the outcome of the lawsuit against DataPhase.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

-- 1989 circulation

Mr. Dickerson referred to the 1989 circulation report. He said this report is a guesstimate because during May and June in the interim between DataPhase and Dynix, TRL was unable to obtain accurate figures. TRL is also not receiving an accurate count on paperbacks. The report is a conservative estimate for 1989 but does show increases in several buildings over 1988.

-- January 1990 circulation

The January 1990 circulation report shows a 9.8% increase over January 1989.

-- January 1990 revenues and expenditures

Mr. Crose said his monthly revenue and expenditure reports will now include a comparison with the previous year. TRL has received 33% of its budgeted revenues as of January 1990 which is 1% more than January 1989. This figure includes the carryforward from 1989 to 1990. TRL has expended 6% of its budget as of January 1990 compared to 7% in January 1989.

-- Dynix update

Mr. Dickerson said the dial-up access is now operational and all schools have been notified. Schools are using it enthusiastically with thanks, praise and delight. He quoted from a letter he received from the North Mason High School as follows:

"I am writing to express my thanks to you for your new on-line catalog access which our students can dial up from the high school library and place holds on books. It is truly amazing! It has opened a window to the world and its resources and is encouraging many young people into the world of books. I applaud your progressive outlook and excellent Timberland library.

The public is using the catalogs in the libraries more heavily and the number of holds TRL staff are trying to fill is staggering. Mr. Lawrence asked if TRL is tracking the use of dial-up access. Ms. Loken said she will know tomorrow how many holds have been placed so far on

3A

the dial-up system. The telephone company will be able to provide additional statistics. Mr. Lawrence expressed concern that TRL is serving schools in this way. Mr. Dickerson said this is not a service to schools but rather a service to children. Ms. Haakenson said that many children do not get to a library and this is a better way of reaching them. Mr. Dickerson added that the long range plan calls for making it easier for people to use the library and its resources.

Mr. Dickerson said the President of Dynix, Paul Sybrowsky, has accepted the Board's invitation to meet with them. He will be at the Board's March 28 meeting.

Mr. Dickerson reported that there will be a settlement conference with an out-of-county judge in the lawsuit which CALS has against DataPhase in an effort to bring the lawsuit to closure. The settlement conference must occur before April 10.

-- Legislation

Mr. Dickerson reported the bill needed to take care of prorationing problems has passed in the Senate with no amendments and is on its way to the Governor's office for signature. The bill extends the \$9.15 limit to \$9.50. It removes the ability of taxing districts to ask voters for the 35 cent protection which TRL currently has since that 35 cents is now rolled into the \$9.50 lid. The bill will allow TRL to enable cities where there is a hospital district to annex to TRL for library services. Mr. Dickerson thanked everyone in the library community for their support in getting this bill passed. The bill was supported by libraries, cities, counties, and fire and hospital districts.

Ms. Johnson said one of the things the TRL Board will be reviewing is the role of local library boards. She said the passage of the proration bill is an excellent example of the influence local library boards can have. She referred to a letter in the February 25, 1989, Daily World written by the Aberdeen Board in support of HB 2330 and thanking Representative Basich for his sponsorship of the bill.

On behalf of the TRL Board, Ms. Dobbs thanked Mr. Dickerson for his leadership in the legislative program this year.

Mr. Dickerson said HB 2777 and HJR 4227 regarding six year excess levies did not pass. These bills would have been very helpful to all taxing districts since it would have allowed them to go to voters for six year levies rather than only one year. Mr. Dickerson said it appeared the bills would pass until an amendment was made by Senator Cantu that the levy measure could only be in November elections which alarmed school officials. Mr. Dickerson said hopefully these bills will be introduced again next year.

Mr. Dickerson said it looks like the Washington State Library will receive the additional \$1.491 million it has requested. The learn-in-libraries bill looks like it will pass. WLA has determined that it will go for state aid to libraries in next year's legislative session and will use children's services as its focus. WLA wants Washington to lead in the nation in terms of children's services. Washington is one of five states which does not provide state support to libraries. Mr.



3A

Dickerson said libraries were able to help defeat all bills dealing with censorship. Censorship will be a continuing concern even after the legislature adjourns.

-- Board training

Mr. Scherr said TRL has received two proposals for Board training from Taylor and Associates and The Effectiveness Institute. He and Mr. Crose met with a representative from Taylor and Associates last week and received a brief introduction to the actual training that would be provided. They were both impressed with the presentation and the materials presented. They will be meeting with The Effectiveness Institute also.

Taylor and Associates are recommending effectiveness communication training, including listening techniques, persuasion and influence without conflict, identifying premature closure of meetings, and "gatekeeping" to help each individual participate more fully in meetings. Taylor and Associates will offer hands-on experience. The Board would work in small groups utilizing the skills presented. Taylor and Associates is recommending one 8-hour day of training.

The Effectiveness Institute's written proposal recommends training in raising the consciousness of Board members, clarifying expectations and developing skills. Training would include protocol behaviors, making decisions, dealing effectively with defensive or confrontive behavior, accountability, creating and implementing policy, asking questions and soliciting public input. Mr. Scherr said TRL used The Effectiveness Institute at its last All Staff Day.

Mr. Scherr said he is impressed with both proposals. Mr. Lawrence suggested that representatives from each company meet with the Board. Ms. Timm commented that she was "left cold" with both proposals. She said they seem so similar to seminars she has attended in the past. Mr. Crose said that Ms. Timm may feel differently after spending time with representatives from the companies. Ms. Dobbs said she thinks the value of the training is that the Board would be receiving it together. Mr. Lawrence agreed and said it gives each Board member a different viewpoint on each other. Ms. Herrell said it appears that each proposal is aiming toward a different goal. Mr. Scherr said each proposal takes a different approach but they both are working toward the same objectives. Ms. Haakenson said she hopes either company would be able to adjust to each Board member's strong points and weaknesses. Mr. Scherr said Taylor and Associates has indicated that if it is hired, Mr. Taylor would meet with each Board member individually and adapt the training to their needs. Mr. Scherr said he is trying to emphasize more group training in the district so that everyone is working from the same base and they become a more productive and effective unit.

Ms. Davies expressed concern with the cost of these training sessions which range from \$2,000 to \$2,500. Mr. Scherr said these are very reasonable prices. He will try to arrange for representatives from both companies to make presentations at the TRL Board's March 28 meeting. The Board agreed to May 5 as the date of training. Mr. Scherr said Taylor & Associates would like to include Mr. Dickerson in the training session because they deal in even numbers. There has been discussion to include one of the Assistant Directors or Mr. Scherr also as auditors

- 3A of the training. It was agreed the Board will decide whether anyone should be present to audit the training.

-- Travel & subsistence

Mr. Crose said based on the request of the Board at its January meeting, he asked Mr. Scherr to gather information from other agencies about their travel and subsistence policies. Mr. Crose suggested the Board review his memo and discuss this at its next meeting.

-- Naselle building program

Mr. Dickerson asked for up to three volunteers from the Board to work with Mr. Crose in the bid process for the Naselle and Amanda Park projects. Board members agreed they are comfortable with Mr. Crose making the decision. Mr. Lawrence agreed that Board members should be encouraged in this kind of contact and encouraged Mr. Crose to contact Board members.

Mr. Crose requested a motion from the Board if they agree with the Naselle building design and for authority to proceed with the project.

- 90-05 JEAN DAVIES MOVED TO ACCEPT THE NASELLE DESIGN AND AUTHORIZED TRL TO PROCEED WITH THE CONSTRUCTION PROJECT; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Correspondence and Public Comments

Ms. Fourre referred to a recent mailing from WLA regarding nominations for awards. She said she doesn't recall the TRL Board ever making a nomination and encouraged the Board to do this. She said there are many people in the five-county area who deserve a nomination. Ms. Dobbs requested that Ms. Fourre work with Diane Johnson on the Board's behalf in the nomination process. Ms. Fourre requested Board members to let her know of anyone in their county who they feel deserves a nomination.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Utilization of unbudgeted 1989 timber tax receipts

Most of the timber tax receipts carried forward from 1989 into 1990 should be used for capital expenditures to enable TRL to reach the goals outlined for physical facilities in the long range plan. Considerable effort has been placed on expanding the quantity of materials available in libraries. A late influx of funds last year, coupled with problems with the installation of the new Dynix system created a large backlog of new materials waiting to be processed. It is being recommended that up to \$50,000 of the unbudgeted timber tax receipts be used for hiring temporary (six months) staff to eliminate this backlog. Mr. Dickerson said once the backlog is cleared, Service Center staff will be able to start again with a clean slate and a determination can then be made if there is sufficient staff to keep current with processing of materials. The Board had received documentation on how the \$50,000 would be used.

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90-06

BILL LAWRENCE MOVED TO UTILIZE \$30,000 OF THE UNBUDGETED TIMBER TAX RECEIPTS FOR TEMPORARY STAFF TO PROCESS LIBRARY MATERIALS; IF ADDITIONAL FUNDS ARE NEEDED, THE BOARD WOULD CONSIDER MAKING AN ALLOCATION TO COVER THAT CONTINGENCY. JEAN HAAKENSEN SECONDED THE MOTION.

Ms. Davies asked why Mr. Lawrence is limiting the amount to \$30,000. She assumes that \$50,000 is recommended because that is how much staff feel they will need to take care of the backlog. Mr. Lawrence said staff has made some projections. He thinks \$30,000 is a good figure to start with and if more is needed, staff can request more from the Board. Ms. Davies said if staff thinks they need \$50,000 and only use \$30,000, she is sure they will only spend \$30,000. Ms. Fourre said she agrees with Ms. Davies. Mr. Lawrence said the unbudgeted timber tax receipts should be set aside for capital expenditures and he wants to send a signal from the Board to staff that it is an extraordinary situation to use this money for other operations.

BILL LAWRENCE, JEAN HAAKENSEN AND KAREN HERRELL VOTED IN FAVOR OF THE MOTION; JEAN DAVIES AND DORIS FOURRE OPPOSED THE MOTION; HELEN TIMM ABSTAINED; CHAIR DOBBS VOTED AGAINST THE MOTION RESULTING IN A TIE.

Mr. Dickerson said according to parliamentary procedure if there is not a majority vote to carry a motion, the motion does not pass.

MOTION DID NOT CARRY.

90-07

JEAN DAVIES MOVED TO UTILIZE UP TO \$50,000 FROM UNBUDGETED 1989 TIMBER TAX RECEIPTS FOR TEMPORARY STAFF TO PROCESS LIBRARY MATERIALS; JEAN HAAKENSEN SECONDED THE MOTION. JEAN DAVIES, JEAN HAAKENSEN, KAREN HERRELL, DORIS FOURRE AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE AND HELEN TIMM ABSTAINED; MOTION CARRIED.

Ms. Dobbs said she thinks the minutes will show the concern of the Board in eroding the building fund for other purposes. Ms. Fourre commented that some of the unbudgeted timber tax receipts was used to give the materials budget a boost and it is crucial to get those materials on the shelves and available to the patrons.

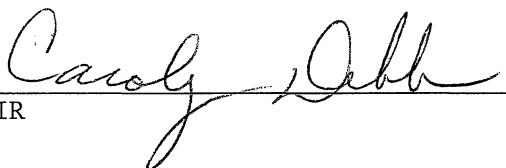
B. Agreement between TRL and Pacific County re use of telecommunication facilities

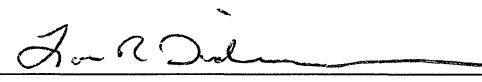
For the past several years, TRL has participated in cooperation with Pacific County in its telecommunications and datacommunications network under provision of RCW 39.34. TRL is requesting that Pacific County extend service to the new Naselle branch. It is necessary to clarify the working relationship between the library district and the county and it is recommended that the TRL Board approve the proposed written agreement.

90-08

JEAN HAAKENSEN MOVED TO APPROVE THE AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY AND PACIFIC COUNTY IN USE OF TELECOMMUNICATIONS FACILITIES; KAREN HERRELL SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Dobbs thanked Ms. Johnson for providing the refreshments, and thanked all staff who have been so important in TRL's building projects and in the legislative endeavors. There was no further business and the meeting adjourned at 10:35 p.m.

  
\_\_\_\_\_  
CHAIR

  
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SECRETARY