

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

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

April 25, 1990

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M I N U T E S

BOARD MEMBERS PRESENT:

Carolyn Dobbs, Chair - Member-at-Large
Doris Fourre - Thurston County
Jean Haakenson - Member-at-Large
Karen Herrell - Grays Harbor County
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
Bill Scherr, Human Resources Manager
Tammy Losey, Public Information Specialist
Karin Schumaker, Central Services Associate
Jan Sterner, Reference Coordinator, Olympia

GUESTS PRESENT:

Helen Hepp, Montesano Library Board
Suzette Birdsell, Montesano Library Board

Chair Carolyn Dobbs called the meeting to order at 7:35 p.m. Introductions were made. Jan Sterner, Reference Coordinator, said she is happy to be with the district. She said her background includes reference services in Illinois. She looks forward to everyone working together to bring great reference services to TRL patrons. Ms. Sterner said she would be happy to discuss reference services with Board members individually.

AGENDA ITEM

NO.

1 Approval of Minutes

90-15 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MARCH 28, 1990, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED.

Mr. Lawrence said he would like to amplify the remarks he made at the March 28 meeting. He had said "it may be appropriate at a future TRL Board meeting to have someone from CALS speak to the Board about CALS' function." Mr. Lawrence said it is appropriate to have someone from CALS speak to the Board about CALS' function.

2 Vouchers

Payroll and payroll-related vouchers for March 1990 amounted to \$280,675.34.

90-16 JEAN HAAKENSEN MOVED TO APPROVE VOUCHERS NO. 30495 THROUGH NO. 30693 FOR APRIL 1990 IN THE AMOUNT OF \$181,318.72; BILL LAWRENCE SECONDED THE MOTION.

Since Mr. Crose was not able to be present at the beginning of the meeting, Mr. Dickerson reviewed the vouchers as follows:

No. 30533 to Western Library Network (\$14,091.10) includes \$3,700 for three lasercat subscriptions. Ms. Loken said WLN implemented in January a new pricing structure for acquisitions which is intended to be of benefit to major users of the acquisitions function. TRL is the No. 2 user of WLN's acquisitions function. Due to the increase in TRL's materials budget, TRL is able to take advantage of volume discounts. Electronically transmitted orders to vendors which exceed 2,000 are free. Savings in February and March totaled \$2,312.25.

No. 30568 to Capitol City Press (\$1,630.47) is for 70,000+ inserts which were placed in TCI Cablevision billings this past month as part of the visionary program. Ms. Johnson said the insert alerts people to the many educational videos which are available through TRL. The mailing was larger than the last time the insert was included in TCI Cablevision billings because TCI has purchased another cable company. Of TRL's 27 branches, approximately 19 are in the areas served by TCI.

Ms. Herrell questioned No. 30534 to Department of Revenue (\$9,742.85). Mr. Dickerson said government entities in Washington are not exempt from sales taxes. TRL must keep track of everything it purchases and on a quarterly basis pay the state compensation taxes. It mostly involves out-of-state vendors.

No. 30595 to R M R S Systems (\$20,000) is for one month's postage for the district. Mr. Dickerson said staff are concerned about the high cost of postage and are exploring other delivery methods.

No. 30607 to Ron G. Rowe (\$6,000) is for architect services in the remodeling of the Service Center. Mr. Rowe first had a computer simulation done and determined the building is up to code in the event of an earthquake.

No. 30634 to Garretts Graphic Products (\$5,378.14) is for a process camera installed in the dark room in the graphics department. It will no longer be necessary to have outside companies handle this work. It is expected this equipment will pay for itself in savings in staff time and money within three years.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

Elma slide show - At the request of the Board at its March meeting, Ms. Johnson showed the slide show produced as a fund raiser for the Elma building project. Ms. Johnson said a great deal of the work on this slide show was

- 3A done by Tammy Losey. The slide show has been used several times in the Elma community and been very well received. Mr. Lawrence suggested that it would be appropriate to hear local voices rather than TRL staff in this type of fund raising format.

National Library Week - Ms. Johnson said this week is National Library Week. April 25 is "Night of a Thousand Stars" throughout the country where over 1,000 people, including celebrities, are reading in libraries to highlight literacy. This is the first national campaign of this type during National Library Week. Ms. Johnson referred to the list of activities which are going on in TRL libraries this week. She said National Library Week gives TRL a chance to honor the people who pay for library service with their tax dollars and gives the public a chance to celebrate libraries.

TCI campaign - Ms. Johnson said April is National Cable Month. The entire cable industry is working to stress the educational value of cable TV. This is the second year that TRL has included a flyer about TRL in TCI Cablevision's billings. About 80% of Thurston County's households use cable which means these flyers reach a significant number of people. This year TRL is also working with cable offices in Aberdeen, Centralia and Raymond. During April, TCI Cablevision is offering new hookups at a reduced rate of \$20.00 and of that amount \$10.00 will go to TRL. If people already have cable but want to upgrade it at a rate of \$10.00, \$5.00 of that amount will go to TRL. Ms. Johnson said it is anticipated that \$10,000 will be raised for TRL. Ms. Timm asked what the money donated by TCI will be used for. Ms. Johnson said it will be used for building programs and improvement of the video collection. Each cable office wishes to have the money raised in their area to stay in their area libraries. The fundraising campaign will end in April, but TCI has offered to continue to help TRL acquaint residents of TRL's services. Each quarter a different packet of information about TRL will go in TCI's mailings to new subscribers.

Affirmative Action Program - Mr. Dickerson said the Affirmative Action Program is in place. The paperwork was signed at the last Management Council meeting in order to underscore and emphasize the fact that TRL is placing a significant commitment to the implementation of equal opportunity and affirmative action in its hiring and promotion activities. Mr. Scherr said new application forms should be printed by June or July.

All-Staff Day - Mr. Dickerson referred to the information in the Board members' packets concerning All-Staff Day on May 9 which will be held at TESC. Mr. Scherr said he has received several positive comments on the contents of All-Staff Day. He feels it will be a productive day. He invited TRL Board members to attend.

Staff Training - Mr. Dickerson said Mr. Scherr has been working with several staff on implementation of staff training, particularly as it relates to the Management Council. Training will be provided to Management Council by The Effectiveness Institute on July 2 and 3. There has also been discussion about special training for Mr. Dickerson which will be after the Management Council's training. Mr. Dickerson said he plans to check into another training program for himself which has been highly recommended.

WLA Conference - Mr. Dickerson said TRL had a large attendance of staff and Board members at the WLA annual conference. He feels it was a very satisfying and professional conference and he continues to be impressed with the calibre of programs offered. He said WLA has gone on record as being opposed to

3A Initiative 534 (harmful materials to minors). There was discussion of the issue of elected vs. appointed trustees at the trustees business meeting. Mr. Dickerson said he would like to take some time at the May TRL Board meeting to discuss this issue further. He said the library community needs to study the issue from a distance and look at it objectively.

Ms. Shaffer said one of the preconferences was on family literacy. She came back with a lot of ideas which will be very helpful in TRL's planning.

Ms. Sterner agreed it was a good conference with good quality programs.

Ms. Johnson said one of the benefits of holding the conference in Pasco this year is that staff from smaller libraries had an opportunity to attend. This was particularly evident at a PR forum at which Linda Wallace, Public Information Officer for ALA, talked about developing a library style and logo and training staff to be receptive to that style and working with community groups for a better image among the community. ALA was very well represented at the WLA conference which Ms. Johnson said gives a lot of staff who don't usually get to attend the national conference an opportunity to experience what is going on nationally in libraries.

Dynix update - Ms. Loken said Release 120 has been loaded and a consultant from Dynix has been visiting CALS to deal with any problems. She said she is cautiously optimistic. Staff are learning new features in Release 120 and discovering some of the things it can do. There are some routines which no longer work or work differently or work in a different function. The documentation for Release 120 arrived last Friday and staff are still reviewing it. There are some very nice enhancements with the patron catalogs. Mr. Dickerson said from what he has been hearing, the staff's and public's reactions are extremely positive. Ms. Loken said everything seems to be working very well because there has been an incredible volume of library transactions occurring every day which the system is supporting very nicely. A few of the problems referred to at the Board's March meeting still need to be resolved. Ms. Schumaker said she thinks everyone is communicating very well with the consultant from Dynix. She thinks Dynix is getting a better understanding of how CALS operates and CALS members are getting a better understanding of how Dynix operates. She said it is very beneficial to have the consultant available on site and she feels confident that he will help CALS through the rest of the problems.

Mr. Lawrence said he met with Ms. Loken earlier this month to talk about some general concerns on why it is taking so long to get the system fully operational. She reviewed the differences between TRL's needs and the needs of WSL and TESC. He came away from the meeting with a strong feeling that perhaps the problems do not reside entirely with CALS. He said perhaps Dynix representatives do not realize the demands of TRL's operations which have certain characteristics that the other two institutions do not. He raised the question with Ms. Loken if it would be appropriate for the TRL Board to look at how CALS operates and she allowed that it would be. Mr. Lawrence said as the system expands and everyone's needs expand, it would be a good idea for the TRL Board to have a work session where CALS' operations are laid out and the Board can find out what it wants to do as a Board in this cooperative arrangement. He urged Mr. Dickerson schedule a session in the future for this purpose, probably before the end of the year.

Mr. Dickerson said at last month's meeting the Board received a letter from Marilyn Phelan, Winlock, regarding the high cost of mailing books. TRL is

3A still waiting for the ability to request patrons to pick up materials vs. having them mailed. Mr. Dickerson said he thinks TRL's mailing costs will go down considerably once this Dynix function is in place. Mr. Crose is looking into other courier services which may be cheaper. Ms. Timm said some people have difficulty getting to the library to pick up their materials, and for some people it is impossible. Mr. Dickerson said those people who cannot come to the library to pick up their materials will receive them through the mail. He said the blocks on patrons who have overdues have been very effective and the number of overdues have come down considerably.

FAX equipment - Mr. Dickerson said one of the objectives in the long range plan is to have FAX machines in all of the libraries. Mr. Crose reported that by the end of this week, all libraries, except Naselle and Amanda Park, will have FAX machines installed. Naselle and Amanda Park will have FAX machines in their new libraries. Mr. Crose advertised for bids for the machines. A company in Seattle is anxious to have libraries as clients and actually sold the machines to TRL at a loss which allowed TRL to purchase another piece of equipment which allows TRL to use existing telephone lines for both the telephone and the FAX. Having both the FAX and telephone on one line will save TRL a considerable amount of money. Mr. Crose said that he, Sally Loken and Mary Ann Shaffer will be meeting tomorrow to discuss transportation of materials throughout the district.

Bucoda kiosk - Mr. Crose said Ms. Shaffer has been tracking use of the Bucoda and Rainier kiosks. It has been determined that the Rainier kiosk has been successful, but it is recommended the kiosk in Bucoda be discontinued. Book returns in the Bucoda kiosk have been very light or none at all. In addition, the book drop and kiosk have been severely vandalized several times. The book drop has been removed and TRL is looking at other ways of providing library service to Bucoda. TRL would like to leave the kiosk structure in place and request the city maintain it. Mr. Lawrence asked what the city's response has been. Mr. Crose said he has not received a response to his letter. He said the problems are the location of the kiosk and the fact that Bucoda has no local police protection. Ms. Timm asked how much the kiosk cost and Mr. Crose responded \$6,000. Ms. Shaffer said the Rainier kiosk is successful and there have been no problems with vandalism. She said that kiosk is in a good location because it is next to city hall and near the school.

LSCA grant application for Centralia - Mr. Dickerson said the grant application which the TRL Board approved at its March meeting was not submitted. Centralia city officials decided not to pursue it at this time. Diane Johnson and Sandra Kersley spent a considerable amount of time on the grant application and researching lighting in libraries. They could not come up with a workable solution to use the existing light fixtures within the time frame they had to submit the application. Mr. Dickerson said it did provide staff expert training on lighting which TRL will be able to utilize in other libraries in the district. He said the City of Centralia can submit another LSCA grant application or look into other sources of funding.

March 1990 revenues and expenditures - Mr. Crose said revenues and expenditures are as anticipated for the first quarter of the year. He has no areas of concern at this time.

March 1990 circulation - Mr. Dickerson said March 1990 circulation is 17% over March 1989. He said the circulation figures are accurate. February 1990 has been revised and shows a 27% increase over February 1989. Ms. Herrell said circulation continues to go up in most of the libraries. She asked how staff

3A will be able to continue to cope with the increases at current staffing levels. She said she is especially concerned with the small libraries. Mr. Dickerson said the Management Council will be discussing staffing levels at its May meeting. He said it was anticipated that circulation would increase considerably with the Dynix system and staffing levels would have to be adjusted. Staff are better able to cope with the volume of work on Dynix. There is an impact and it will be addressed.

Mr. Crose said Management Council members have been requested to make recommendations for a personal services budget in 1991. Mr. Lawrence said he hopes the Management Council will keep in mind the concern of the Board in the long range plan in terms of hours open in the smaller libraries. He said they should not play with the factors to reduce the hours and determine staff can handle more because of the Dynix system. He requested staff keep in mind the concerns as expressed in the long range plan. Ms. Dobbs requested the Board hear a progress report at its May meeting.

Mr. Lawrence requested the Board discuss in Executive Session at the end of tonight's meeting the status of the lawsuit against DataPhase.

The meeting recessed at 9:10 p.m. and reconvened at 9:25 p.m.

3 Reports

B. Board

Board Training - Mr. Lawrence reported the Board subcommittee of Doris Fourre, Jean Davies and himself met with Sally Hull of The Effectiveness Institute and unanimously agreed she would be an effective trainer. It is the subcommittee's recommendation to proceed with training by Sally Hull. Ms. Herrell asked what the training will involve. Mr. Lawrence said she was told the Board is interested in sensitivity to dynamics of the people. Ms. Hull presented the format of what she would cover in the training. She took notes and observed some interesting interplay among the three Board members. Mr. Scherr said the training will take place on May 5 at The Evergreen State College. He has requested Ms. Hull reserve 9:00 a.m.-6:00 p.m. for the training but would like the Board to establish the time. He said the deli at the college will be open so the Board can eat its lunch there. The Board accepted the subcommittee's recommendation to proceed with training by Sally Hull. Mr. Dickerson will also be involved in the training.

Managing Diversity in the Work Place Workshop - Ms. Dobbs requested this report be tabled until the May meeting when Jean Davies is present.

WLA Conference - Ms. Fourre said Ed Schumaker's presentation at the trustees meeting was very good. One of the comments he made was that boards should have timed agendas. He said if a meeting goes over 2 hours, then the workability of the board is lost and not much gets accomplished. Ms. Dobbs said she likes the idea of a 2 hour time constraint on the meeting. However, since the board only gets together once a month, she likes having time for discussions. Ms. Timm agreed. She said she thinks the Board needs to have time to understand where everyone is coming from even if they do not agree with each other. Ms. Dobbs said perhaps this can be discussed at the Board's training session on May 5. She said since the TRL Board members are such a diverse group and come from such a geographically spread out area, in her mind it is related to group dynamics. If the Board becomes too business like in order to get through within a clocked time, it may shortchange some of their

3B dynamics with one another. Ms. Fourre said she doesn't understand why the same information is given to the Board at its meetings and in Mr. Dickerson's weekly memos. Mr. Dickerson said he does this so it is in the official record and for the public's information. Mr. Lawrence said he concurs with Ms. Dobbs. He would feel uncomfortable with a timed agenda. He thinks the Board needs time to understand and probe the issues, otherwise they would be a rubber stamp Board. Ms. Dobbs suggested the Board members think about this further and they keep this matter on the table.

4 Correspondence and Public Comments

There were no correspondence and public comments.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Ludlow Foundation Grant

TRL would like to submit a grant application to the Ludlow Foundation for the 1990 summer reading program, similar to grants submitted in 1988 and 1989. The grant will be used for rental of the Ludlow Foundation's bingo parlor for space for children's programming and for fees paid to performers for the Lacey library's summer reading programs.

90-17 JEAN HAAKENSEN MOVED TO AUTHORIZE THE DIRECTOR TO SUBMIT A GRANT PROPOSAL TO THE LUDLOW FOUNDATION TO PROVIDE SUPPLEMENTARY PROGRAMMING ASSISTANCE FOR TIMBERLAND'S 1990 SUMMER READING PROGRAM; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. Hoquiam building project

The interior layout for the renovation and enlargement of the Hoquiam library has not been completed. Mr. Dickerson has reviewed the matter with the Hoquiam library board and project architect. Because space utilization is so critical to the functioning of the library, Mr. Dickerson, upon consultation with individual Board members, has taken steps to resolve the situation.

90-18 BILL LAWRENCE MOVED TO UTILIZE UP TO \$7,500 FROM UNBUDGETED 1989 TIMBER TAX RECEIPTS TO ENABLE TIMBERLAND TO RETAIN INTERIOR DESIGN SERVICES FOR THE HOQUIAM LIBRARY; KAREN HERRELL SECONDED THE MOTION.

Ms. Timm asked about the status of this matter. Mr. Dickerson said he has met with the architect twice and has met with a design firm. He said he feels very confident about the work which Ms. Lund of Design Perspectives can do for the Hoquiam project. She has presented a contract of \$5,240 for her services plus expenses and additional charges for meetings. Mr. Dickerson said there was some concern that the project was already in progress and some of this work had not been completed yet. This project began before TRL's partnership program was developed so TRL was not as involved. The contract is between the design firm and TRL. Mr. Lawrence asked if the architect will accept the work of the design firm. Mr. Dickerson said the architect actually recommended Ms. Lund. Ms. Herrell said she is disappointed that the architect did not complete this work as he should have. Mr. Dickerson said the

- 6B architect is involved in restoration of old buildings and he depends a great deal on his staff. He had a turnover in staff which may have had an effect on this work getting done.

MOTION CARRIED UNANIMOUSLY.

C. Learn-In-Libraries Grant

TRL is exploring the possibility of submitting a grant application to the state library commission for the learn-in-libraries program. The program will enable libraries to develop and implement innovative models of after school activities designed to increase literacy, improve reading skills, encourage reading, and provide homework assistance for school-age children who would otherwise be unsupervised.

- 90-19 DORIS FOURRE MOVED TO AUTHORIZE THE TRL BOARD CHAIR AND DIRECTOR TO SUBMIT A GRANT APPLICATION TO THE WASHINGTON STATE LIBRARY COMMISSION FOR FUNDING PROVIDED BY THE LEARN-IN-LIBRARIES PROGRAM; JEAN HAAKENSEN SECONDED THE MOTION.

Mr. Dickerson said libraries did not expect the grant applications to be called for so rapidly. The State Librarian has extended the application deadline from May 1 to May 18. Mr. Dickerson said TRL staff may decide not to pursue the grant if other libraries in the state can put together a better program. Only \$50,000 is available and the intent is to make this a showcase project in the state. Mr. Dickerson said TRL staff have been discussing some exciting ideas for the grant application.

MOTION CARRIED UNANIMOUSLY.

7 Other Agenda Items

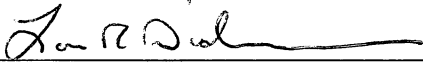
A. Awards

Mr. Lawrence said he thinks it would be appropriate to have some sort of public display of the awards received by staff in the district. He suggested a display at the Service Center or a traveling unit so everyone in the district would have an opportunity to see them. He thinks this would generate some good feelings of the staff that should be recognized. Ms. Dobbs suggested that Mr. Lawrence work with Diane Johnson on this idea.

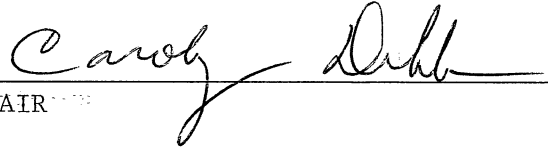
B. Board resignation

Ms. Herrell said she has tendered her resignation on the TRL Board effective July 1, 1990. She is moving out of Grays Harbor County and will be ineligible to serve. She said it is with great regret that she must resign. Ms. Dobbs said Ms. Herrell will certainly be missed on the Board. Ms. Herrell said she has written a letter to the Grays Harbor County Commissioners. Mr. Dickerson said the commissioners are working on getting a replacement. He hasn't discussed this matter with the Westport Board yet, but the Westport Board did invite the TRL Board to meet in Westport several months ago. Since Westport is Ms. Herrell's home ground, he suggested the Board hold its June meeting in Westport if the Westport Board is receptive. This was agreeable to the Board members.

There was no further business and the meeting adjourned into Executive Session at 9:55 p.m. The purpose of the Executive Session was to consider selection of a site or acquisition of real estate and to discuss litigation. Ms. Dobbs adjourned the meeting at 10:20 p.m.



SECRETARY



CHAIR