

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING

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

May 23, 1990

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May 23, 1990

M I N U T E S

BOARD MEMBERS PRESENT:

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

BOARD MEMBER EXCUSED:

Bill Lawrence - Lewis County

STAFF PRESENT:

Lon R. Dickerson	Liane Bascou
Michael Crose	Dianne Loomis
Mary Ann Shaffer	Kitty Schiltz
Sally Loken	Rosanne Thompson
Diane Johnson	Barbara Winfree

GUESTS PRESENT:

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

Chair Carolyn Dobbs called the meeting to order at 7:40 p.m.

AGENDA ITEM

NO.

1 Approval of Minutes

90-20 JEAN HAAKENSON MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF APRIL 25, 1990, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. JEAN HAAKENSON, HELEN TIMM, KAREN HERRELL, DORIS FOURRE, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; JEAN DAVIES ABSTAINED. MOTION CARRIED.

Ms. Dobbs suspended the order of business and moved to Agenda Item 3A.

3 Reports

A. Library Director - Lon Dickerson

Buildings Update

Amanda Park - Mr. Dickerson introduced architect Clint Pherson who was present to show drawings of the proposed Amanda Park library. Mr. Pherson said the site is heavily covered with trees. The site will be left as natural as possible, although some trees will be removed. The building will be 2,200 square feet. There will be a parking lot for 10 cars. Mr. Pherson proposes working with the community in developing a foot path from the library to a point where people can see the lake. The building will be built of cedar

3A which weathers well.

Mr. Pherson said his firm likes to find out as much as possible about the local population. The land on which the library will be built is owned by the Quinault Indian Tribe. About a century ago the Quinault Indians lived primarily in long houses or plank houses unique to their particular culture. The proposed library is designed with that concept in mind and will look like two plank houses joined together. One end can be closed off to the rest of the library and will include the community room. Cedar poles will be placed every eight feet which will be visible inside the library. The poles will continue to extend beyond the building. The building will be on top of the site, in some places several feet off the ground. There are no windows in the sides, but the ends will be all glass with outside decks. There will be skylights in the vestibule which will separate the community room from the main library. There will be a fireplace open on all sides in the main library, as well as a display case.

Ms. Haakenson expressed concern with maintaining a fireplace. Mr. Pherson said the fireplace was a request of the Amanda Park librarian. He expects she will be seeking help from volunteers to keep wood well stocked. The heat will be provided by an electric furnace with forced air and the fireplace will provide another heat source.

Salkum - Mr. Dickerson said the Board will need to meet in Executive Session regarding Salkum. Mr. Crose said he has met with the fire commissioners in Salkum three times. They are very agreeable to developing a joint project with the library district and are excited about the prospects of having a community center that will serve everyone's needs. There are a couple of options being considered. One is developing a new facility and the other is purchasing an existing building and remodeling it. Mr. Crose plans to visit the site with Clint Pherson and an engineer to evaluate the structure. If the structure seems reasonable to remodel, an offer will be made to purchase the building. Mr. Crose said he thinks remodeling the existing building vs. building a new facility will be a less expensive project which will still meet the objectives of both the library district and the fire district for service in the area.

Hoquiam - Ms. Shaffer reported that TRL has been working with Pam Lund of Design Perspectives on the interior design of the Hoquiam library. A final interior design has been completed which meets the needs of TRL for the collection and staff. The construction of the library is on schedule. Ms. Lund will also be working with TRL on the specifications for the furniture and shelving.

Naselle - Mr. Dickerson said groundbreaking for the Naselle building is projected for the end of July. Mr. Crose said advertisement for bids will occur in about 10 days. Once a contractor is selected, it will take about 120 days to complete the building.

2 Vouchers

Payroll and payroll related vouchers for April 1990 amounted to \$292,731.73.

90-21 KAREN HERRELL MOVED TO APPROVE VOUCHERS NO. 30694 THROUGH NO. 30884 FOR MAY 1990 IN THE AMOUNT OF \$403,887.57; HELEN TIMM SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

- 2 No. 30737 to Martin/Norse Furniture (\$3,148.84) is for additional magazine display units for the Shelton library.

No. 30742 to Western Sheet Metal (\$4,413.40) is for a replacement compressor for the Service Center heat pump. There are seven compressors and two have been replaced. Mr. Crose anticipates replacing the other five over the next two years. He thinks TRL is paying too much for heat and lights at the Service Center so he is going to request an energy audit from the state energy office.

No. 30821 to United Fax (\$17,271.13) is for telefax machines for the small branches.

No. 30883 to Dynix, Inc. (\$233,944.00) represents a 20% payment on the outstanding balance of the contract with Dynix. There is a 10% balance remaining.

MOTION CARRIED UNANIMOUSLY.

3 Reports

A. Library Director - Lon Dickerson

1990 Summer Reading Program - Ms. Winfree reported TRL has had a summer reading program since the demonstration in 1964. Some of the libraries which existed before the TRL demonstration also had summer reading programs. It is projected that there will be 14,000 children signing up for this year's "Awesome Adventures" program with about 6,000 finishers. As a point of comparison, 6,000 children signed up in 1987. Ms. Winfree said staff are very excited about this year's theme since it gives them several directions to go. Children's librarians, children's associates and branch managers will be visiting about 125 elementary schools in the district to talk about the program.

Ms. Johnson said in terms of public relations, there are a number of challenges in doing a summer reading program. The most obvious is trying to attract the children to the program. TRL doesn't want to just attract children who are already reading well, but also children who are marginal and reluctant readers. There have been several studies which indicate the way a child spends his/her leisure time has an effect on the child's progress in studies and success in later life. The major way TRL reaches the children is when staff visit all of the classes in the elementary schools. Newspaper flyers which are distributed are a backup and give information on the program. A letter to parents explaining the program is sent home with the children.

Ms. Johnson said one of the ways TRL sells the summer reading program is through incentives. Dairy Queens all over the country are celebrating their 50th anniversary this year, and all Dairy Queens in the TRL area have signed on to offer a free treat to all of the children who sign up for this year's program, an investment of several thousand dollars on their part. The children signing up will also receive a poster and passport. This year TRL is paying for three professional programs in each library. There will be additional programs done by staff and other people in the communities. The programs tend to create excitement and keep the children coming back.

Those children who read at least 10 books will receive a free pass to

- 3A Northwest Trek (a \$24,000 investment on their part). This is the second year Northwest Trek has worked with TRL. They are family oriented and willing to work with libraries because they see their mission of reaching children about nature as the same type of mission that libraries have to make children life long learners. Another incentive is discounted tickets to a Seattle Mariners game on August 11, which means an investment of about \$4,000 on their part. This is the fourth year the Seattle Mariners have worked with TRL. As several of their players are very active in self-esteem workshops with children and with literacy, they are more aligned with the library's mission than ever before. This year for the first time the Puyallup Fair will give TRL 100 free tickets (a \$400 investment). TRL will also be receiving about \$17,000 as incentives from additional organizations and private businesses. The Centralia Rollerdrome is giving free skating passes all summer long to children in that area who participate in the summer reading program. The owners of the Dairy Queen in Shelton, who are already expected to offer about 1,000 free treats, want to do more because they are concerned about the children in their community. Grays Harbor County Transit for the third year is offering free rides to the children with library cards. Pacific County Transit will be offering free rides to libraries on program days. The Centralia/Chehalis Transit has offered 200 free passes for the Centralia and Chehalis librarians to use at their discretion. The bus company in the Olympia/Tumwater/Lacey area will offer free passes to finishers in the program.

Ms. Johnson said the summer reading program is a very exhaustive time for the staff. TRL staff are looking forward to a full-time volunteer coordinator because volunteers are very helpful in the summer reading program. Ms. Thompson said Olympia actively uses volunteers which frees up the children's staff to actually be able to do what TRL values them for--as book and learning resources. Ms. Johnson said Friends groups are also very active in the summer reading program and provide additional financial support.

Ludlow Foundation Grant - Mr. Dickerson said TRL did receive a grant from the Ludlow Foundation which the Board approved at its April meeting. The grant will financially augment programs and provide sufficient space for the Lacey library to hold its summer reading programs. Next year Lacey will be in its new library and will have sufficient room for programs. Mr. Dickerson said several libraries have been having difficulties fitting in all of the attendees of the summer reading programs and need to use other buildings in the communities.

Learn-In-Libraries Grant - Ms. Shaffer said TRL expected to receive word on its Learn-In-Libraries Grant application today, but the State Library has not responded yet. TRL's proposal would establish a pilot project at the Shelton branch and utilize volunteers. The program would include a computer learning center (teaching reading, spelling and math), homework assistance, cassette players, CD players, public performance videos, board games, nutritious snacks, and Friends sponsored special video programs once a week with refreshments. TRL has requested \$20,249 in grant funds and local funding would provide an additional \$2,000. Other libraries requesting funds are Spokane, Fort Vancouver and Milton. The total amount requested is \$85,000 and there is only \$45,000 available. Mr. Dickerson said he thinks TRL staff put together an exciting proposal. Ms. Fourre asked if there is any indication which proposal would reach the most children, and Mr. Dickerson responded that there is not. Ms. Shaffer said it is TRL staff's opinion that its proposal more clearly reflects the intent of the legislation. Other proposals request considerable amounts to hire professional staff. Mr.

- 3A Dickerson said if TRL does not receive funding for this program, staff will pursue other avenues.

Revised 1989 circulation and January-March 1990 Circulation - Mr. Dickerson referred to the revised 1989 circulation which shows a 9% increase over 1988. Circulation in the first quarter of 1990 shows a 22% increase over the same period in 1989. Mr. Dickerson thinks the increase is due to the OPACs and to more materials. Administration is concerned about the workload the increased circulation is creating. He referred to the chart on staffing levels which he sent to Board members last week which indicates there are 12 buildings which need additional staff. There are only two or three libraries which now exceed equitable staffing levels. Administration is currently working with the Community Library Coordinators to bring on line 4 FTEs by mid-year; it is expected an additional 4 FTEs will have to be added by the end of the year.

1991 Personal Services Budget - Mr. Crose said staffing levels were discussed at the last Management Council meeting. He feels very strongly that the personal services budget should be developed by Mary Ann Shaffer working with the Community Library Coordinators. He said they can use circulation statistics as a base in developing a framework for staffing levels, but they need to be sensitive to individual buildings. Mr. Crose said he thinks volunteers can become a major factor in TRL's operations. He has discussed volunteer usage with fire districts and emergency medical services. Citizens in rural areas rely on these volunteers to provide vital services to them. Mr. Crose said he does not want to offend library staff, but he thinks there is a way to develop a volunteer program which will enhance TRL's services. Ms. Dobbs asked what type of feedback mechanism will be in place to make sure paid staff have an opportunity to express concerns they may have about the volunteer program. Mr. Crose said he expects this will be a function of the Union-Management Committee. He would also like Bill Scherr to become a resource to staff in determining if volunteers are infringing on paid staff positions and translating those concerns to administration. Mr. Crose said it is administration's intent to make it possible for paid staff to focus on what they should be doing by using volunteer help.

April 1990 revenues and expenditures - TRL is one-third into the fiscal year and has received about 50% of budgeted revenues to date. Mr. Crose said there has been a lot of concern with what is happening in the timber industry in this state. There are four areas in TRL's revenue which would be impacted by a reduction in timber harvest--re-forestation harvest tax, state forest land, forest board timber sales, and sale of fixed assets. Taking a cautious approach in timber revenues, which is considered "soft money," places TRL in a solid position if there is a reduction in timber harvest. Expenditures through April are at 29% of the budget.

Ms. Dobbs called for a recess at 9:25 p.m. and the meeting reconvened at 9:40 p.m.

- 3A Elected vs. Appointed Trustees - Mr. Dickerson said there appears to be a movement in the legislature to require election of library district trustees. The library community needs to make a determination as to whether or not it will be receptive to this notion or will fight it. Recommendations from people such as Representative Mary Margaret Haugen are that it may happen and libraries would be best served if they would help develop the legislation. Mr. Dickerson said he would like to hear the TRL Board's thoughts on the issue. He referred to the document he prepared on what he perceives to be the pros and cons of elected trustees. Board members expressed several

3A suggestions and concerns.

B. Board

Board Training - The Effectiveness Institute - Ms. Haakenson said the last two hours of the training was very good and got into what she thinks the Board was expecting from the training session. She was disappointed it took the first five hours to get to that point. She suggested there was a lack of communication with the trainer because so much time was spent on boilerplate issues which was something the Board specifically said it did not want. Ms. Dobbs advised that the next training session focus more on specific issues. Ms. Herrell agreed the afternoon session was very productive and was what the Board had in mind when the decision was made to hire The Effectiveness Institute. She suggested it would help to have the same person at the next training session since she would not have to reorient herself to the group. Ms. Dobbs requested that if Board members have further thoughts on the training, to give them to Mr. Scherr or Mr. Dickerson in writing.

Managing Diversity in the Work Place Workshop - Ms. Davies said she and Ms. Dobbs attended a workshop on managing diversity in the work place on April 3. She recommended that a similar workshop be considered for all-staff day. There are all kinds of things that go on in the work place which cause conflicts and misunderstandings. The goal is to have a work place where everyone can work together in peace and harmony and do a good job. The presenter talked about communication styles, including non-verbal communication. Some individuals come into a job where they feel discriminated against and feel they have to prove themselves. The presenter suggested that new people in the work place have a designated "buddy" whose job is to help the new person understand the rules and expectations of the employer and give the new person a better chance to fit in and work within the group. Managers need to take the time to facilitate work place diversity so better communication takes place. Cultures in America are rapidly changing and see each other differently. Ms. Dobbs added she has a copy of Seattle Public's plan for working with cultural differences. In fact, Seattle Public staff are required to attend a workshop each year in which multicultural issues and communication are discussed. Ms. Davies said she has further information on the workshop which she will share with anyone who is interested.

4 Correspondence and Public Comments

A. Letter from Alice Harris

Alice Harris' May 14, 1990, letter to the Board states "On Saturday, May 12 at the Friends Forum in Shelton, Helen presented me with the WLA/WLFTA Service Award. I feel very honored to have received this award, and I wish to express my appreciation to all of you for your nomination and endorsement."

B. Invitation from North Mason Friends to hold TRL Board meeting at North Mason in the fall

90-22

HELEN TIMM MOVED THAT THE BOARD MEET AT NORTH MASON THIS FALL, MONTH TO BE DETERMINED; JEAN DAVIES SECONDED THE MOTION. HELEN TIMM, JEAN DAVIES, DORIS FOURRE, JEAN HAAKENSON, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; KAREN HERRELL ABSTAINED. MOTION CARRIED.

5 Unfinished Business

A. June Board Meeting

Several months ago the Westport Board invited the TRL Board to hold a meeting in Westport. It has been suggested the June meeting be held in Westport since it will be Karen Herrell's last meeting as a TRL Board member. The Westport Board has agreed to having the June meeting at Westport.

6 New Business

A. TRL Board of Trustees Bylaws

The TRL Board's Bylaws may be amended at any regular meeting of the board with the same quorum requirement as the annual meeting and the budget approval meeting with a unanimous vote of the members present, provided that the proposed amendment shall have been presented for action at a previous meeting and stated in the call for the current meeting. The Board has received suggested amendments to the Bylaws concerning deletion of a prescribed agenda order and use of the gender neutral term "president" instead of "chairman." The Board agreed to the suggested changes. The adoption of the amended Bylaws will be on the Board's June meeting agenda.

B. Demonstration project for expansion of library services to unserved areas

One of the objectives in TRL's long range plan is to provide for the extension of regional library services to communities which are currently unserved, including Wahkiakum County. It has been suggested a library demonstration project for a specified period of time would make the people aware of what library services are available and enable them to determine whether they would benefit from being included in Timberland. Mr. Dickerson said there are about 22,000 additional people who could ultimately be served by TRL. It was agreed to table this discussion until the June meeting. Mr. Dickerson said Board members should be thinking about how extensive the demonstration should be, the expenses which would be incurred, and how the taxpayers who are paying for TRL services would accept such a demonstration.

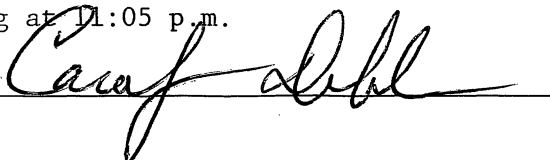
C. Amanda Park Building Project

90-23 DORIS FOURRE MOVED TO ACCEPT THE DESIGNS FOR THE TIMBERLAND AMANDA PARK LIBRARY AND TO AUTHORIZE MIKE CROSE TO PROCEED WITH LEASE ARRANGEMENTS FOR THE PROPERTY AND THE CONSTRUCTION PROJECT; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

It was anticipated Board members would receive OPAC orientation. Since it was getting so late, Ms. Loken suggested Board members arrange another time, either individually or as a group, keeping in mind that staff are using the terminals during regular working hours. Ms. Dobbs suggested this be on the July meeting agenda, perhaps scheduled as a workshop prior to the regular meeting.

There was no further business and the meeting adjourned into Executive Session at 10:45 p.m. for the purpose of discussing property acquisition. Ms. Dobbs adjourned the meeting at 11:05 p.m.

CHAIR



SECRETARY

