

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING

Westport City Hall  
506 N. Montesano St., Westport, WA 98595

June 20, 1990

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M I N U T E S

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS EXCUSED:

Jean Haakenson - Member-at-Large	Helen Timm - Mason County
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STAFF PRESENT:

Liane Bascou	Sally Loken
Lon Dickerson	Chris Peck
Diane Johnson	Kathleen Ringenberg
Kathryn Knutson	Beverly Westfall

GUESTS PRESENT:

Suzette Birdsell, Montesano	Ruth McCausland, Tokeland
Eddie Boss, Grayland	Faye McCracken, Montesano
Judy Bowe, Westport	Sarah Pedersen, Evergreen State College
Catherine Doyle, Tokeland	Kate Schmidt, Tokeland
Jean Gerry, Grayland	Ethel Schwartz, Westport
Helen Hepp, Montesano	Pat Warren, Aberdeen

Chair Carolyn Dobbs called the meeting to order at 8:00 p.m. She expressed the Board's appreciation for the invitation to meet in Westport.

AGENDA ITEM

NO.

1 Approval of Minutes

90-24 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MAY 23, 1990, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. JEAN DAVIES, DORIS FOURRE, KAREN HERRELL, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; BILL LAWRENCE ABSTAINED. MOTION CARRIED.

2 Vouchers

Ms. Dobbs said payroll and payroll related vouchers for May 1990 amounted to \$295,559.09.

90-25 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 30885 THROUGH NO. 31090 FOR JUNE 1990 IN THE AMOUNT OF \$273,608.24; DORIS FOURRE SECONDED THE MOTION.

Mr. Dickerson reviewed the following vouchers:

2

No. 30887 to Unisource Northwest (\$8,735.99) is approximately a six-month supply of a new, lighter mailer for mailing out materials. These new mailers should cut down on the cost of postage.

No. 30908 to Pitney Bowes (\$3,578.92) includes \$1,809.75 for supplies for postage meters and the balance for quarterly rental for 20 meters.

No. 30924 to 3-M (\$6,236.29) is for a new security system at the Olympia library. The Olympia unit will be installed in Shelton.

No. 30926 to Emery Business Forms (\$4,495.26) is about a ten-month supply of new computer produced billing forms for the Dynix system.

No. 30982 to Blackburn (\$5,424.53) is for audio cassette tapes.

No. 31021 to Effectiveness Institute (\$2,706.56) is for the training the TRL Board received on May 5.

No. 31026 to Bainard Glass (\$4,071.64) is for 16 insulated windows for the Packwood library which completes the renovation project at that library.

No. 31036 to Maschoff/Barr (\$523.80) is the first monthly charge for TRL's new employee assistance program. This new program entitles TRL employees and their spouses/dependents to assistance for any home or work related problems. This monthly rate is a set rate regardless of how many use the program. There are counselors available at Maschoff/Barr or they will refer people to appropriate places. If insurance does not cover outside referrals, Maschoff/Barr will work with the person to find the lowest cost assistance possible.

MOTION CARRIED UNANIMOUSLY.

3

### Reports

A. Library Director - Lon Dickerson

#### Personnel

Mr. Dickerson said Beverly Westfall has been on medical leave of absence. Kathleen Ringenberg has been running the Westport library in Ms. Westfall's absence. The Westport library now has Saturday hours which Mr. Dickerson understands have received a good response and enthusiasm from the community.

Mr. Dickerson introduced Kathryn Knutson, the new librarian at Ocean Park/Ilwaco. Ms. Knutson said she previously worked as assistant director at the Newport Public Library. Prior to that she attended library school in Indiana where she received her MLS degree. She applied to TRL because it is a larger system and also because Ocean Park/Ilwaco are on the coast. She has been working for TRL for two months and she is enjoying it. Mr. Dickerson said the community has responded very well to Ms. Knutson's presence.

Mr. Dickerson said Management Council members will be receiving training from The Effectiveness Institute on July 2 and 3. Several days later Mr. Dickerson will be attending a week long training program conducted by National Training Laboratories Institute.

#### Financial

Mr. Dickerson referred to Mr. Crose's written financial report. He noted that revenues and expenditures are on schedule.

Mr. Dickerson said the legislature came back to a one-day session to deal primarily with law enforcement issues. The legislature passed a measure which will be on the November ballot for a constitutional amendment for six-year excess levies. If approved by the voters, any unit of government, except

- 3A the state, can ask the voters for excess levies up to six years. Currently, local government is limited to one-year excess levies, except schools which may go for two-year levies. The excess levy can be used for law enforcement or anything else that a governmental unit needs and the voters agree to. Mr. Dickerson said the TRL Board may wish to consider an excess levy to implement the long range plan.

#### Facilities

Mr. Dickerson said the Service Center remodeling will not be done this year as planned. Instead, the funds set aside for the Service Center will be used for the Montesano library to bring it up to code for handicap accessibility and to give a fresh appearance to the library. The Service Center remodeling will be budgeted for next year.

Mr. Dickerson said TRL is moving ahead with a new facility in Salkum. In the process of identifying property in Salkum for a new library, it was discovered that the fire district is planning to build a new fire hall. A feature of both a library and a fire hall is a meeting room for the community. Since that community does not need two meeting rooms, Mr. Crose has been working with the fire commissioners on a proposed joint facility. If this plan is finalized, it will be the first time this has happened in a rural area in Washington.

The Naselle project is moving along nicely. The Naselle Friends have volunteered to be responsible for the landscaping. There are several people in the community who are professional botanists. Ms. Johnson said a landscape architect has been working with the group and they have been discussing what they envision as landscaping around the building. There is no public area in the community except the park. Since the new library will be the only public building in town, the landscape committee would like to have a park-like area in the back for concerts and other special events which will also include a centennial garden. The estimated budget is between \$20,000 and \$30,000 and the Friends are looking for possibilities for funding.

#### Activities

Ms. Johnson estimated that in only four days, 4,000 to 5,000 children have already signed up for the summer reading program "Awesome Adventures." The staff work which goes into this program is awesome. Volunteers are making a visible contribution in several libraries which frees staff to work with the children and in readers advisory. Even though the Dairy Queens in the TRL area were told numbers to expect for free treats, Ms. Johnson said they are still stunned by the numbers who have already been in. TRL is receiving excellent media coverage for this year's program and there is a possibility that signups for the program will go over 14,000.

Ms. Ringenberg reported that she has about 70 signups for reading and about 10 signups of children too young to read who will listen to 10 stories. Ms. Johnson said Tenino has registered about 110 already. In addition, staff went to Bucoda City Hall and signed up 26 youngsters and they plan to also go to Rainier. Ms. Johnson said although these do not sound like large numbers, the small libraries play a critical role in the summer reading program.

#### Long Beach

Mr. Dickerson said one of the objectives in TRL's long range plan is to reach out and attract communities in the TRL service area which do not have library

- 3A service. This week he received a phone call from the city clerk in Long Beach indicating that city officials are very seriously looking at the possibility of becoming part of TRL. Mr. Dickerson will be meeting with city officials, and on July 16, Mr. Crose will meet with the Long Beach City Council. Long Beach officials were not aware of the changes the legislature made in prorating and had assumed Long Beach would have to contract with TRL. They were proposing a three-year bond to raise enough funds to pay the contract fee over a three-year period. Mr. Dickerson has indicated to them that may not be necessary and that the city officials should consider annexing to the library district.

New Board Member

Karen Herrell has submitted her resignation from the TRL Board effective July 1, 1990. This week the Grays Harbor County Commissioners appointed Art Blauvelt, who lives in Montesano, is an attorney in Aberdeen, and a municipal court judge in Elma. This appointment is subject to confirmation by the county commissioners in the other four counties.

Ms. Dobbs asked what kind of orientation will be given to Mr. Blauvelt. Mr. Dickerson suggested a work session at the July Board meeting for the entire Board to meet with Mr. Blauvelt. He also suggested that he and Ms. Dobbs meet with Mr. Blauvelt prior to the July meeting. The Board agreed to a work session on July 25 at 6:00 p.m. at the Service Center. Dinner will be brought in for the Board.

4 Correspondence and Public Comments

- A. May 22, 1990 letter from Bay Center Women's Club requesting library in Bay Center

Ms. Dobbs said the Bay Center Women's Club is requesting the bookmobile now serving as the Naselle library be placed in Bay Center after the new library is built in Naselle. Concern was expressed in the letter about the distance to travel from Bay Center to South Bend and Raymond for library service. Mr. Dickerson responded to the letter in which he pointed out that one of the goals of TRL's long range plan is that rural residents can reach a library within a 30 minute drive. Bay Center is within 30 minutes of Raymond and South Bend. Mr. Dickerson encouraged Bay Center residents to use the toll-free number and to let him know if an adjustment of hours at South Bend and Raymond would help. He also suggested that children use the transit system so they can take part in the summer reading program. Ms. Davies said she likes Mr. Dickerson's suggestion to place a computer catalog in Bay Center so residents can place holds on items. Ms. Dobbs said other suggestions are a book drop or kiosk. She said there should be some way to provide a visual presence of books also. Ms. Johnson said this subject has come up before and she is looking into the possibility of a video presentation about books. She said it is difficult to do something like this because people like to browse and physically handle the materials.

5 Unfinished Business

- A. TRL Board of Trustees Bylaws

At its May 23, 1990 meeting, the TRL Board discussed amendments to the Board's Bylaws, and agreed to take action at this meeting. The changes concern deletion of a prescribed agenda order and use of the gender neutral term "president" instead of "chairman."

5A  
90-26

DORIS FOURRE MOVED TO APPROVE THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES BYLAWS AS AMENDED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

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

As Mr. Dickerson indicated earlier, one of the objectives of the long range plan is to reach out to communities without library service. There are several cities in Lewis County in particular which do not receive library service. TRL has also had discussions with Wahkiakum County Commissioners regarding service to that county. The Naselle-Grays River Valley School District straddles the county line. Many of the students use the Naselle library but are unable to check out materials because they are residents of Wahkiakum County. The only library service provided in Wahkiakum County is in Cathlamet, a small, independent library stocked primarily with donated materials.

It has been suggested that TRL have a library demonstration project for a specified period of time to make people aware of what library services are available. Mr. Dickerson said it may not be appropriate to have a demonstration within the five-county area because TRL had a demonstration in the mid-60's to acquaint people at that time with opportunities for library service. Several cities have joined TRL, including Bucoda, Rainier and Shelton. Long Beach is showing interest. Mr. Dickerson said he thinks TRL is visible and there is interest in some communities. If Wahkiakum County became part of TRL, it would require a vote of the residents of that county to establish a library district which could contract with TRL for service. Perhaps there is a possibility of changing the law so that a county could annex to TRL. In order to reach people in eastern Wahkiakum County, TRL would have to approach the Cathlamet library.

Mr. Lawrence asked about the possibility of Longview or Cowlitz County serving eastern Wahkiakum County. Mr. Dickerson said there is not much possibility of that happening and it would be easier for TRL to serve Wahkiakum County, although there is no way to serve eastern Wahkiakum County without a library in Cathlamet. Mr. Dickerson said when TRL staff met with Cathlamet officials a couple years ago, their attitude at that time was that they like being independent.

Ms. Gerry asked why TRL is trying to sell its service to people who really are not interested in it. She said Westport would desperately like to get back some of the hours which were cut. She understands that TRL uses a formula based on circulation for hours and staffing but she said anything can be proved with statistics. She feels that TRL is destroying the Westport library by taking away staff hours. She said people in Westport are interested in a bigger library and better library service. Ms. Fourre said people in western Wahkiakum County want to be able to use the Naselle library, especially the students, but cannot legally do so, and they are looking to TRL for service. She doesn't think it is a matter of taking hours away from anyone else in the district. Mr. Dickerson added it is a quality of life issue that everyone should have access to libraries. He said library service cannot be provided on a subscription basis, but everyone needs to pay into it whether they use it or not. He said TRL has a high usage of its libraries. Wahkiakum County Commissioners initially contacted TRL about the possibility of providing service to the western half of the county. TRL needs to think in terms of providing service to the entire county. Mr. Dickerson said there

- 5B is enough of a tax base in Wahkiakum County to support a library in Cathlamet. Naselle would have to be the service point for western Wahkiakum County.

Mr. Dickerson said a goal in the long range plan is to have improved library service throughout the five-county area by the year 2000 and, if possible, in Wahkiakum County. This goal includes increasing hours at the Westport library to 40 hours per week. Mr. Dickerson said he sees a six-year levy as a means of achieving this goal. He feels TRL has to reach out to places that are without library service. This is the information age and people need access to information through libraries.

Ms. Gerry said she is still concerned that Westport lost its 5 page hours. She said Westport staff can only do so much and it is difficult for only two people to provide good service. She feels TRL is destroying the small libraries and perhaps by the year 2000 there will be no small libraries. Ms. Fourre said that is certainly not what TRL wishes to convey in its long range plan. Ms. Gerry feels this is an insidious thing going on because little by little small libraries are going out of existence. Mr. Lawrence said TRL has expanded service into small communities and he doesn't think a general statement can be made that small libraries are disappearing. He said the Board has a special burden of making sure small communities receive library service and, in fact, several Board members have insisted that more attention be paid to small libraries. He said the Board likes to hear people's concerns. He said he was a charter member of the TRL Board and he heard the same concerns expressed when TRL was originally formed.

Ms. Herrell said she has sat in Ms. Gerry's chair and understands her concerns. She said it has been difficult for her also to see Westport's hours cut back. As a Board member, she has to look at the overall picture of the entire district and at the statistics presented by Mr. Dickerson. She said other libraries have had their building and staff hours cut, too. Some libraries have received additional hours. She said according to the formula used, Westport has been overstaffed. From what she understands, no more hours will be cut from Westport but instead hours will increase in the future. As she sees it, TRL is at bare bones and there is no place to go but up. Mr. Dickerson added that TRL is attempting to have equitable staffing levels in all libraries. As circulation goes up in a building, hours have been added. As some vacancies have occurred, they have not been refilled in order to bring staffing more equitably in line. Mr. Dickerson said one group of libraries is not benefiting more than others. Libraries from each county and of all sizes have had cutbacks. As usage of libraries goes up, he hopes that the dollars will be available to provide staffing at the formula level.

Ms. Herrell said the Board heard a report last month on this year's summer reading program. The Board expressed concern with how staff will be able to cope with the large influx of children expected to take part. Administration has been working with senior staff on staffing levels. It is expected the Dynix system will help staff cope with increased workload. TRL is trying to get a better picture of staffing levels and how hard staff are working so that hopefully more adjustments in staffing levels can be made in 1991. Mr. Dickerson said TRL is planning to hire a volunteer coordinator who will coordinate a district-wide program using volunteers to augment activities going on in libraries. He said TRL has to be able to capture the talents of people who want to volunteer in the library and match them up with specific tasks and yet not take away jobs from paid staff.

Ms. Davies said there is a commitment on the Board to make sure service is provided in all rural areas of the district. She said she represents Pacific

- 5B County and she is interested in making sure library service is protected in the rural areas. She said TRL is unable to have libraries in every place people would like them. A plan has been developed to make sure there is accessible service for everyone which means that TRL will continue to have libraries in rural areas. She said small libraries are a strength in TRL.

Ms. Gerry recalled several years ago when the Westport board asked if its hours would be reinstated, they were told no, but hours would not be cut anymore if it could be proved the library cannot exist without them. She said she does not see any sign that this problem has been alleviated. Ms. Fourre said she recalls when this happened, and at that time only 9% of TRL's budget went to materials. ALA standards indicate 25% of a library's budget should go to materials. TRL has been able to bring its materials budget up to 20%. Ms. Fourre said TRL could go back to 9% and have more staff, but the patrons would not have many new materials. This is one of the sacrifices that has to be made.

Mr. Dickerson repeated that Westport's hours will eventually be at 40 per week. He said TRL has made significant progress over the past five years expanding hours in some libraries, opening new libraries, and increasing staffing levels where usage warranted it. One of the changes is Saturday hours in Westport. Mr. Dickerson said TRL will achieve the objectives set out in the long range plan. Ms. Gerry said she is not as concerned about the year 2000 as she is with right now.

Another person indicated it is difficult to be enthused about getting a new library for Westport if it will be open such few hours. She said quite a bit of money has already been raised for a new library. She asked where the extra money will come from so TRL can accomplish its goals. Mr. Lawrence responded increased property values will bring in more money. He said TRL only uses "soft" money (timber revenue) for new library buildings which he thinks is a wise decision. He said TRL cannot depend on timber money. He said a conservative analysis indicates that TRL will be able to provide for the anticipated staffing levels. He said the Board has to look ahead into the future rather than just next year.

Ms. Bowe said the Westport building committee is looking at a site for a new library. They will be doing fund raising. She asked how they ask for money from people in the community who respond that they only see services being cut. Mr. Lawrence said he thinks there needs to be an attitude change. If there is a mind set that TRL is not providing services no matter what TRL is doing, then the library district will never measure up. He said people need to change their thoughts to a positive attitude and make it work in spite of any problems they think they have with administration. Ms. Johnson said a good example is Elma, which is a small community similar to Westport. However, the population in Elma is the type that is less likely to be able to raise funds because it is a more depressed area. There has been a planned effort in Elma to educate the people, particularly new residents who are probably experiencing the best library service they have ever had. Ms. Johnson said staff hears those kinds of comments many times. She said it is important to capitalize on that enthusiasm. It is important to talk about what a library can mean in a community. She said the new libraries in Amanda Park and Naselle will also be open just a few hours. They are being built in preparation for service into the next century. Ms. Johnson said TRL staff are available to help communities in their quest for new libraries. She said everyone in the community needs to focus on new libraries, not just the people who are involved with the local library boards and friends groups. She said the success of Saturday hours in Westport certainly shows there is enthusiasm



5B in the community.

Ms. Dobbs said there is a vitalizing process when communities work on new library buildings. Shelton is a good example. The activity that went into getting the new building in Shelton has been such that usage has grown tremendously. She said the goal of a new building enables people to dream. The dreaming that goes on is a vitalizing activity where the library becomes more visible in an exciting and stimulating way. Ms. Dobbs said TRL Board members and TRL staff are willing to talk to people in Westport and offer advice. Mr. Lawrence said a new Board member representing Grays Harbor County has been appointed. He looks forward to a positive relationship with the new Board member and suggested Mr. Blauvelt may have some good ideas that no one else has thought of.

C. Recognition of Karen Herrell's term on the TRL Board of Trustees

Ms. Dobbs said Ms. Herrell was appointed to the Board in 1986. She is moving to another part of the state and has had to resign from the Board.

90-27

BILL LAWRENCE MOVED TO EXPRESS TO KAREN HERRELL THE TIMBERLAND REGIONAL LIBRARY'S THANKS AND APPRECIATION FOR HER SERVICE ON THE TRL BOARD OF TRUSTEES AND HER LONG-STANDING DEDICATION TO THE PROVISION OF LIBRARY SERVICES; DORIS FOURRE SECONDED THE MOTION. BILL LAWRENCE, DORIS FOURRE, CAROLYN DOBBS, AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; KAREN HERRELL ABSTAINED. MOTION CARRIED.

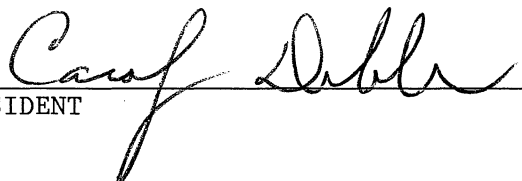
Ms. Dobbs presented a Certificate of Appreciation to Ms. Herrell. Ms. Davies presented her with a gift from the Board. Ms. Herrell said she will miss being on the Board but plans to come back and visit. She introduced Dorothy Voege, whom Ms. Herrell replaced on the TRL Board. She said Ms. Voege was a big asset to the TRL Board and was a big help to her when she first came on the Board. Ms. Voege is also a Washington State Library Commissioner and a member of the Aberdeen City Council. Ms. Herrell also referred to an article by Lon Dickerson in the PNLA Quarterly regarding legislative action in Washington state which she encouraged everyone to read.


Ms. Bowe said the Westport Board and Friends also extend their thanks to Ms. Herrell for her years of service and dedication. They appreciate the time and effort she has given and her friendship. Ms. Voege said Grays Harbor County has sent good people to the TRL Board. She said Raeburn Hagen, who was a fine representative to the Board, want back to library school and is now head librarian at Highline Community College. Ms. Voege said she was delighted when Ms. Herrell agreed to be considered to be on the Board. She said Ms. Herrell has done a fantastic job on the Board, and she thinks everyone will be delighted with the new appointee, Art Blauvelt.

6 New Business

There was no new business.

There was no further business and the meeting adjourned at 9:50 p.m.

  
PRESIDENT

  
SECRETARY