

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

July 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
Arthur A. Blauvelt - Grays Harbor County	Jean Haakenson - Member-at-Large
Jean Davies - Pacific County	William H. Lawrence - Lewis County

BOARD MEMBER EXCUSED:

Helen Timm - Mason County

STAFF PRESENT:

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

GUESTS PRESENT:

Helen Hepp, Montesano	Marjorie Kaufman, Montesano
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Chair Carolyn Dobbs called the meeting to order at 7:45 p.m.

AGENDA ITEM
NO.

1 Introductions

Ms. Dobbs introduced new board member Arthur Blauvelt, who is replacing Karen Herrell as Grays Harbor County's representative. Mr. Blauvelt said he looks forward to working with the board and will do his best to keep TRL as excellent as it is. Mr. Dickerson introduced past union president Dianne Loomis and current union president Rosanne Thompson. He thanked Ms. Loomis for her two years of union leadership and welcomed Ms. Thompson.

2 Public Comments

There were no public comments.

3 Special Presentation

Representatives from TCI Cablevision were unable to be present to make a special presentation because of a conflict in schedules. TCI Cablevision has expanded its area considerably since last year when TCI and TRL formed a "vision-ary" partnership to promote the use of books and videos as complementary learning tools. In September TCI donated \$7,400 to TRL's building funds for the Lacey, Olympia and Tumwater libraries, plus videocassettes, books and a VCR for the library district. During April 1990, TCI targeted 50% of its new cable subscriptions in Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties as a donation to TRL.

3 Ms. Johnson said she understands the donation exceeds \$22,000. TRL will be using this money to enhance its video collection. TRL has a high demand for videos and this donation will help TRL meet that demand more quickly. Ms. Johnson acknowledged TCI station managers Fred Comer (Aberdeen), Bill Lawson (Olympia), Paul Renz (Centralia/Chehalis), and Conrad Strozyk (Raymond) as the people who have worked very closely with TRL on jointly sponsored activities. The vision-ary campaign began last year and involved video productions for spots on cable TV and inclusion of TRL flyers in TCI billings. There has been an additional TRL insert in TCI billings and TRL informational brochures will be delivered monthly to all new cable hookups. TRL is looking forward to developing more activities with TCI. This partnership is helping TRL become more visible to the community and attracting more people to the library. Ms. Johnson requested the Board accept the donation, even though the amount is not yet known, so she can go ahead with the publicity.

90-28 BILL LAWRENCE MOVED TO ACCEPT WITH DEEP THANKS AND APPRECIATION THE GIFT FROM TCI CABLEVISION OF WASHINGTON, INC., PLUS THEIR ACTIVE ASSISTANCE IN PROMOTING USE OF THE LIBRARY; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Approval of Minutes

90-29 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JUNE 20, 1990, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. BILL LAWRENCE, DORIS FOURRE, JEAN DAVIES, JEAN HAAKENSEN, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; ARTHUR BLAUVELT ABSTAINED. MOTION CARRIED.

5 Vouchers

90-30 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 31091 THROUGH NO. 31267 FOR JULY 1990 IN THE AMOUNT OF \$219,804.70; JEAN HAAKENSEN SECONDED THE MOTION.

Mr. Dickerson reviewed the following vouchers:

No. 31122 (\$32,446.02) to The Evergreen State College is a two month billing and includes \$11,000 in attorney's fees and \$2,400 for use of TESC's facilities and provision of lunch and snacks on all-staff day.

No. 31125 (\$8,708.87) to Department of Revenue is the second quarter payment for sales taxes.

No. 31171 (\$5,000) to R M R S Systems is for postage. Mr. Dickerson noted this is about a 50% reduction from the previous month which he attributes to transit of holds by courier for patrons to pick up at the library. Although there are courier costs involved, it is less than the postage to mail the materials.

No. 31129 (\$700) to Advance Travel-Rainier Bank is a reimbursement to the advance travel fund which Jean Davies used to travel to Chicago for the ALA Conference.

No. 31181 (\$2,266.72) to Pacific County is for two months billing for telecommunications services on Pacific County's microwave system.

No. 31191 (\$2,217.95) to Caere Corporation is for maintenance to light wands attached to the circulation system terminals.

No. 31197 (\$1,097.52) to Pacific Ribbon is for 6,000 summer reading program buttons.

No. 31211 (\$463.20) to Gwinwood Christian Conference Center is for use

- 5 of the center's facilities, lunches and snacks for the Management Council's two-day training retreat.
- No. 31210 (\$113.14) to Hello Central is for installing a jack at the Hoodspport library.
- No. 31208 (\$523.80) to Maschhoff Barr & Associates is the monthly payment for TRL's employee assistance program.
- Nos. 31216 (\$67.50) to Chinook Observer, 31217 (\$67.54) to The Daily World, and 31218 (\$135.80) to Seattle Daily are for legal ads for bids for the Naselle library.
- No. 31260 (\$6,732.03) to Eskilsson Architecture is for design services for the Amanda Park, Naselle, and Salkum libraries.
- No. 31261 (\$2,351.53) to Design Perspectives is for interior space design for the Hoquiam library.

MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Long Beach

Mr. Dickerson said Long Beach officials are very interested in joining TRL. TRL's long range plan also advocates extending TRL's services to Long Beach. The prorating crisis had prevented Long Beach from annexing but that problem has been resolved by the legislature. The Long Beach City Council may be adopting an ordinance in August to place the annexation issue on the November ballot. If the ordinance is adopted, the matter will be on the TRL Board's August meeting agenda to concur with the annexation request. If voters approve the annexation in November 1990, it will become effective for taxing purposes January 1, 1992. Long Beach officials are interested in contracting for library services in 1991 if the annexation passes.

Currently there are TRL libraries in Ocean Park and Ilwaco. A third library in Long Beach would not be practical. Since the Ilwaco library is too small, it has been suggested that the Ilwaco library be closed and a library opened in Seaview. Mr. Dickerson said he and Mr. Crose have stressed to Long Beach officials that TRL will not establish a library in Long Beach. Ms. Haakenson said the situation is similar to Rainier and Bucoda, where those cities annexed to TRL with the knowledge that libraries would not be operated in those cities. Mr. Dickerson said the City of Ilwaco has been very supportive of TRL, especially during the prorating crisis. He thinks the fact that TRL is trying to provide a better facility with more materials will eventually be accepted by everyone.

Ms. Dobbs said if no promises are made, she is comfortable with pursuing the matter with Long Beach. Ms. Haakenson agreed. Mr. Lawrence gave his support also, but urged the communities talk about this among themselves and make a recommendation to TRL where they feel the best site for a library would be. He suggested Mr. Dickerson meet with service groups in the communities regarding possible sites for a library. Mr. Dickerson said there is also an advisory council in Seaview established by Pacific County with which he would like to meet. Ms. Dobbs said it is important to facilitate positive reactions in the communities.

7 B. Election of Vice-President

Karen Herrell was elected vice-chairperson of the TRL Board of Trustees for 1990. Since Ms. Herrell has resigned from the board, it is necessary to elect a new vice-president (change in title per amendment to board's bylaws at the June 20, 1990 meeting).

90-31 JEAN HAAKENSON MOVED TO ELECT JEAN DAVIES AS TRL BOARD VICE-PRESIDENT FOR THE REMAINDER OF 1990; BILL LAWRENCE SECONDED THE MOTION. JEAN HAAKENSON, BILL LAWRENCE, ARTHUR BLAUVELT, DORIS FOURRE, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; JEAN DAVIES ABSTAINED. MOTION CARRIED.

C. Task Forces

Mr. Crose has requested two task forces, each with two to three trustees, be appointed, one to work with him on the 1991 budget and the other to work with him and Bill Scherr on revising TRL's personnel policies. It is also recommended that the board hold a retreat in late August or early September to discuss TRL's financial future and work on the 1991 budget.

The Board agreed to hold a retreat on September 6, 4:00-9:00 p.m. The retreat will be held at the Gwinwood Christian Conference and Retreat Center in Lacey, if available. The second choice is the Governor House in Olympia. In addition to the 1991 budget, other suggested agenda items are intellectual freedom and TRL's financial picture in the next several years, including the possibility of a bond issue.

The following agreed to serve on the personnel policies task force: Art Blauvelt, Jean Davies, and Bill Lawrence. The following agreed to serve on the 1991 budget task force: Doris Fourre and Jean Haakenson. Ms. Dobbs will contact Ms. Timm to see if she is agreeable to serving on the budget task force. If not, Ms. Dobbs will be the third member. Mr. Lawrence suggested Ms. Dobbs retain the flexibility to attend meetings of either task force. Ms. Dobbs will fill in on either task force if another member is unable to attend.

D. CALS vs. Data Phase Corporation

On July 25, the TRL Board of Trustees received a subpoena in the case of CALS vs. Data Phase. The subpoena requires the Board to designate an officer, director, agent, or other person to appear for oral deposition on August 23 and to provide specified documents. The documents requested are public documents, including board meeting minutes and weekly Director's memos. The board of The Evergreen State College and the Washington State Library Commission have also been served with subpoenas. Mr. Dickerson recommends the board designate its secretary (Lon Dickerson) and/or its president (Carolyn Dobbs) to appear for oral deposition. The Board agreed to designate Mr. Dickerson as secretary of the TRL Board to appear for deposition.

8 Reports

A. Library Director - Lon Dickerson

January-June 1990 Circulation - There is an 18% increase in circulation for January-June 1990 over the same period in 1989. TRL has circulated an average of 4.3 items per capita during January-June 1990. Per capita circulation by

8A county during this period is 4.1 in Grays Harbor, 3.8 in Lewis, 4.8 in Mason, 6.1 in Pacific, and 4.1 in Thurston. There is a particularly large per capita increase in Mason County which indicates the Shelton facility has had a tremendous impact. Other reports show circulation occurrences, the number of holds placed in each building, and the number of people who have registered for library cards in each building during January-June 1990.

June 1990 Revenues and Expenditures - Mr. Dickerson referred to Mr. Crose's June 1990 revenues and expenditures report. He noted revenues to date in several forest tax items are below last year's receipts, including private forest yield, timber harvest tax, and sale of fixed assets. Mr. Crose expects revenues in these categories to reach the budgeted amounts. Reforestation harvest tax revenues to date are more than double last year's receipts. For the past five years, TRL has budgeted timber tax receipts based on amounts it can historically be assured of receiving. Any surplus is used as "soft" money for buildings and other one-time expenditures.

Facilities - The Service Center renovation will not be done this year and the money budgeted for that will be used to upgrade the Montesano building. Architects are preparing documents to put this out to bid. Grays Harbor County PUD will also be doing an energy audit in the Montesano building. Puget Power has agreed to do an energy audit of the Service Center. If deemed necessary, TRL could receive a grant from Puget Power for 82% of the renovation to make the Service Center more energy efficient.

TRL received only one bid for the Naselle building which was rejected because it exceeded the budget. Mr. Crose will readvertise for bids. It appears contractors are very busy at this time and are unable to take on additional projects. It is also difficult to find subcontractors in the Naselle and Long Beach areas. If bids are unacceptable in the next bidding process, TRL will postpone the project until January.

Mr. Crose has been meeting with fire commissioners and architects on a joint library/fire station facility in Salkum. We are waiting to place an option on a piece of property. There is a lot of enthusiasm and support for the project in the community.

The South Mason property is still for sale, although there have been several inquiries. TRL will probably list it with a realtor if it doesn't sell soon.

Summer Reading Club Update - Ms. Winfree referred to the sheet of summer reading participants as of the middle of July 1990 including a comparison with the same time period in 1988 and 1989. It also indicates the number of finishers for 1990 as of mid July. At this point, 11,267 children have signed up for the program, which is a 25% increase over 1989. Several of the libraries are using volunteers which relieves TRL staff to work more directly with the children. TRL has received excellent media coverage and credit for that goes to Diane Johnson's department. A child in Montesano has already read 150 books. One library had a whole family sign up as a family project to help the father improve his reading skills. Attendance at programs has been overwhelming. Lacey library had 429 children at one program.

Ms. Johnson said it is expected about 100 designated children will represent several libraries in the state prior to the Mariners/Red Sox game on August 11. A total of 1,000-1,500 children from TRL will probably attend that game. Rosanne Thompson and Cate Stephens (Olympia), Joyce Nichols (Tumwater), Lois McCleary (McCleary), Margie Philbrick (Hoquiam), and Joanne Higgins (Aberdeen)

8A have done a good job in getting TRL involved in local parades and festivals this year. This gives TRL an opportunity to become more visible in the communities and also gives the children an opportunity to show their pride in reading. Ms. Dobbs said she appreciates all the hard work and creativity of the staff in the summer reading program. Ms. Shaffer thanked the board for its emphasis on the materials budget which has helped put more children's materials on the shelves. Ms. Thompson said part of the reason the summer reading program is so successful is because of the excellent programs TRL has been able to offer. She expressed appreciation to the board for allowing additional funding in the budget for these programs. The three professional programs this year are cartoonist Frank Frazee, Children's Theater Northwest, and singer Baby Gramps. Ms. Johnson said TRL's summer reading program is one of the three largest in the state. Mr. Lawrence expressed concern with the program becoming so large that children will not want to attend the special programs because of the large attendance. Ms. Thompson said TRL staff are discussing methods of how to approach the large program attendance.

Ms. Fourre said she is interested in Denver library's use of volunteers which Mr. Dickerson referred to in his memo. She asked how TRL is doing in its volunteer coordinator recruitment. Mr. Dickerson said TRL has not yet finalized the Volunteer Coordinator position description. It will be discussed at the Management Council's August meeting. He said Denver public's use of volunteers equals 20 FTE's.

Use of Temporary Staff to Process Materials Backlog - Mr. Dickerson said the TRL Board authorized up to \$50,000 to hire temporary help to process the backlog of materials at the Service Center. Staff assured the Board that an attempt would be made to keep the temporary help to a minimum of four months. Ms. Loken has reported to Mr. Dickerson that the end of four months is approaching for some of the temporary staff but some still have time to continue working into August and September. The tasks outlined are essentially going to be completed in the four month timetable at less than the \$50,000 budgeted. Service Center staff are focusing on restructuring work procedures at the Service Center because there continues to be a backlog in 1990 materials. A Service Center vacancy has been filled temporarily and there is a freeze on positions until the situation has been fully analyzed.

Ms. Haakenson asked about the backlog of 1990 materials. Ms. Loken said there is generally a 9-week backlog of new materials unless they are high demand items. She said 17,000 titles were ordered last year. So far this year, TRL has ordered 14,000 titles. Ms. Dobbs said the ramifications of the increase in the materials budget need to be looked at. She likes the approach of restructuring the work procedures, but if more staff support is needed, the board needs to know that so they can address it in the 1991 budget. Mr. Lawrence asked about the ordering and distribution of materials. Ms. Loken explained that materials are purchased according to a formula which assures each portion of the district receives the appropriate amount based on population and what the building can accommodate. She suggested the board receive a demonstration of how the procedures work. She said it may be more meaningful for the board to talk directly to the staff responsible for selecting the materials.

ALA Conference - Ms. Davies said she hopes other board members will be able to attend next year's conference in Atlanta because she thinks ALA conferences are very worthwhile. One of the programs she attended pertained to pay equity and she now has a much better understanding of those issues. Another session she attended was on intellectual freedom which is why she suggested that as

8A a topic at the next board retreat. A lot of questions were asked which she was unable to answer and she would like a clearer understanding on where the board stands on intellectual freedom issues. Ms. Fourre commented the TRL local library boards workshop in October will cover the topic of intellectual freedom. Ms. Davies said it is a challenge to decide which programs to attend. Mr. Dickerson had made suggestions to her of where she might wish to spend her time which she found very helpful. She was happy to learn that TRL is a very progressive library system and heading in the right direction. Ms. Dobbs said this is a reflection of the excellent staff and leadership TRL has.

Mr. Lawrence asked what is happening with Dynix. Ms. Loken said Dynix has officially responded to the list of items in the RFP and in the contract which CALS does not think have been delivered yet. She said the system is working much better.

Ms. Johnson said in the meetings she participated in at ALA, she heard from people around the country that are struggling with the same issues as TRL is. They, too, are looking at leaner staffing levels, more productive work forces, ceilings on the budget and being more creative.

Ms. Loken said there was a lot of information at ALA on enhancements of online catalogs, which is something the Management Council is very interested in. She was delighted to discover that TRL is providing better access to A-V than many others are. There is a great deal more going on electronically between libraries than ever before. Ms. Loken said the capabilities are available on the Dynix system to access other catalogs. Mr. Lawrence suggested another board committee to look at technical developments in conjunction with TRL's long range plan. Mr. Blauvelt said there are a lot of services available. He asked what TRL's philosophy is in regard to charging for services. Mr. Lawrence said that is another matter this board committee on technical developments could address.

September 26, 1990, Board Meeting

The September 26 meeting will be held at the North Mason library. Mr. Dickerson suggested the Board decide at the September 6 retreat if a work session should be scheduled on September 26. The North Mason Friends have suggested getting together for dinner prior to the meeting.

9 Other Agenda Items

A. August Board Meeting

Ms. Dobbs said several board members will not be able to meet on August 22. It has been suggested the meeting be changed to August 29.

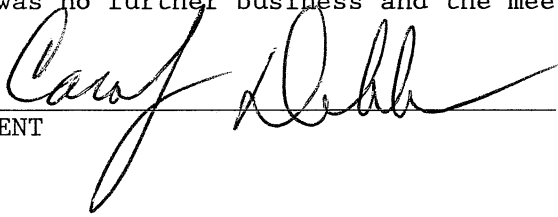
90-32 BILL LAWRENCE MOVED TO CHANGE THE AUGUST MEETING FROM AUGUST 22 TO AUGUST 29; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Johnson said she is working on staff and public orientation slide tapes. She requested board members arrive at 7:00 p.m. on August 29 for individual and group pictures.

9 B. Hoquiam library

Mr. Blauvelt reported he toured the Hoquiam library, which is under construction, with members of the Hoquiam library board and city council. He is impressed with the way the old and new buildings are being merged together.

There was no further business and the meeting adjourned at 10:10 p.m.



PRESIDENT



SECRETARY