

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

August 29, 1990

I N D E X

AGENDA ITEM NO.		Page No.
1	Introductions	1
2	Public Comments	
	A. Certificates of Appreciation	1
	B. Letter from Montesano Library Board	1
3	Approval of Minutes	4
4	Vouchers	4
5	Unfinished Business	
	A. Dynix	5
6	New Business	
	A. Annexations	6
7	Reports	
	A. Library Director - Lon Dickerson	6
	B. 1991 Budget Task Force	8
	C. Personnel Policies Task Force	9
8	Other Agenda Items	
	A. Workshop in Library Leadership	9
	B. Book Discussion Groups/Programs	9
	C. Agenda Format	9

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

August 29, 1990

M I N U T E S

BOARD MEMBERS PRESENT:

Carolyn Dobbs, President - Member-at-Large	Jean Haakenson - Member-at-Large
Arthur A. Blauvelt - Grays Harbor County	William H. Lawrence - Lewis County
Jean Davies - Pacific County	Helen Timm - Mason County
Doris Fourre - Thurston County	

STAFF PRESENT:

Liane Bascou	Tammy Losey
Michael Crose	Bill Scherr
Lon R. Dickerson	Mary Ann Shaffer
Diane Johnson	Rosanne Thompson
Sally Loken	Barbara Winfree

OTHERS PRESENT:

Suzette Birdsell, Montesano	Marjorie Kaufman, Montesano
Helen Hepp, Montesano	Winnifred Olsen, Olympia
Karen Herrell, Wilson Creek	

President Carolyn Dobbs called the meeting to order at 7:35 p.m.

AGENDA ITEM

NO.

1 Introductions

Introductions were made. Karen Herrell, former TRL Board member, was welcomed.

2 Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented to the following local library board members who are leaving their respective library boards: Henry L. Tipler, Centralia; Becky L. Conway, Centralia; Lois Mach, Yelm; Dana Garson, Tenino. Ms. Garson has already received her certificate and she has written a note of thanks to the TRL Board. Mr. Dickerson said Ms. Garson served two full terms on the Tenino Board, was off for one year, and almost completed another full term. Ms. Dobbs said the services of all those receiving certificates are appreciated because it is their support and participation which help make the library district a success.

B. Letter from Montesano Library Board

The Montesano Library Board passed a resolution at its August 15, 1990, meeting which contains a suggested policy for the TRL Board to adopt regarding materials selected by memorial funds. Ms. Hepp said this matter was discussed with the TRL Board about a year ago and the Montesano Board thought this may

2B be a good way to solve the problem. She said if a policy like this is formally adopted by the TRL Board, any changes would require board action, which would assure its continuance in the event of administration changes. The Montesano Board feels the proposed policy fits in nicely with other policies adopted by the TRL Board and covers what they feel needs to be covered. She pointed out the policy considers building size and that memorial materials will not be counted as part of the basic material allotment.

Mr. Blauvelt referred to the new administrative policy regarding memorial items and asked how it compares to the one suggested by the Montesano Board. He also asked if the Montesano Board has any problems with the administrative policy. Ms. Hepp noted there are some differences and that the administrative policy is expanded to cover other items such as discards and electronic tags. She said the Montesano Board wants to be able to make assurances to the Montesano community that progress is being made on the matter.

Ms. Dobbs said it needs to be decided what is under the purview of board policy and what is under the purview of administrative policy. She would like to find a middle ground which respects Montesano's concerns and still allows for flexibility in the administrative structure. For instance, the Board could state that since this is a sensitive issue, it would be housed at the administrative level, and if the administrative policy is to be changed, it should be brought before the Board before any change is made. Mr. Lawrence said he is more comfortable if this issue is handled at the administrative level, and if the administrative policy does not satisfy a local library board, it can be brought back to the TRL Board for discussion. He thinks this issue is administration's responsibility, not the TRL Board's.

Mr. Blauvelt asked how the public perceives TRL's attitude toward memorial books. He asked how he, personally, who contributes money or books knows that the books will stay in a particular library in perpetuity. He said he is not sure an administrative policy would make that clear to him as an individual, but a board policy would. He said the TRL Board has adopted policies that set forth general principles.

Ms. Haakenson said she thinks the TRL Board has a right to make a philosophical policy which recognizes that TRL wants to receive donations and that they will be housed at the library they are donated to. She doesn't think the board should get into how the materials are handled. Ms. Hepp said the board may wish to consider assurances that donations will not be counted as part of the basic materials allotment in a building. Ms. Timm said No. 2 in the administrative policy addresses that and she thinks everyone is sympathetic to that issue.

Mr. Dickerson said the TRL Board adopted in 1969 its Book Selection Policy. In the Gifts section, it states "The Library gratefully accepts gifts of books, but reserves the right to evaluate and dispose of such gifts in accordance with the criteria applied to materials which are purchased." He said this policy sets forth the general principal. The Policy Statement, revised by the board in 1982, states gifts of equipment, which is not material, is assured assignment to the library building designated by the donor(s). The board reserves the right to reassign the equipment or declare it surplus and offer it for public sale. Mr. Dickerson said, in other words, things may change. He said the Policy Statement would be an appropriate place for a memorial policy but his concern is that it remain a general statement of direction. The size of a collection in a building, staffing levels, or hours of opening are not designated by the TRL Board, but are determined administratively. These matters are subject to review by the TRL Board in

- 2B the director's evaluation process as to whether or not the policies are being fairly administered.

Ms. Davies said there is a concern that books given to a particular library stay in that library. She said a board policy would give them that comfort level. She asked why the memorial policy can't be a board policy instead of an administrative policy. Mr. Dickerson said it is too detailed for a board policy. He said there are instances where it would be inappropriate to keep some memorial books in a building to which they are donated. Some of the items may be more urgently needed in a different building or the physical size of a building is too restricting and could end up with nothing but memorial books on its shelves with no room for others. Anytime the board gets into that level of detail in a policy, it restricts the flow of materials.

Mr. Blauvelt said it appears the policy proposed by the Montesano board is a general policy, except he would add at the end of the first sentence a statement that the materials should be made available to all patrons in TRL. He said the next sentence addresses the issue of insufficient shelf space.

Mr. Lawrence suggested people be encouraged to donate memorials to the entire system with an explanation that they can be placed anywhere in the district. Ms. Dobbs commented it is sometimes important to people that gifts go to a particular library. Mr. Blauvelt added many people have an affection for the particular library they use the most and perceive that library as the one which serves them.

Ms. Fourre said if the TRL board makes a policy, it should only say that memorial books are encouraged and will be housed in the library of the person's choice. How it is handled is administrative. Ms. Haakenson agreed and said if present policy does not state that plain enough, it could be amended. Ms. Fourre said she would not be in favor of a board policy which gets into administration because that is not her role as a trustee. Mr. Blauvelt said he does think the TRL board would have the power to pass a detailed policy, but the question is if it is a good idea.

Ms. Birdsell said one of the major concerns of the Montesano board is that the memorial items not be counted as part of the basic material allotment. If the library loses its allotment because memorial books are added to the collection from the memorial funds, they will not have gained anything and it would be better to leave the money in the bank to earn interest. Ms. Hepp pointed out that memorial items added to Montesano's collection adds to the entire district and everyone benefits.

Ms. Loken said the TRL Board will be receiving a draft of a Collection Development Policy which will include a section on memorial items and the library's philosophical stance. The concept at this point is the policy will be broad with administrative accompaniment. Mr. Lawrence said he would prefer to receive Ms. Loken's recommendations rather than writing something in an isolated instance. He is concerned that the board is dealing with this issue while staff is working on a Collection Development Policy. Ms. Loken said the intent is to have the draft completed by the end of the year.

Mr. Blauvelt suggested in the meantime the board make a motion requesting staff include in the Collection Development Policy a policy on memorial books.

- 2B MATERIALS BE HOUSED IN THE LOCAL LIBRARY WHERE THE MEMORIAL FUNDS ORIGINATED; THAT THE MATERIALS PURCHASED BY THE MEMORIAL FUNDS NOT BE INCLUDED AS PART OF THE BASIC MATERIAL ALLOTMENT; THAT THE MATERIALS PURCHASED BE MADE AVAILABLE TO ALL PATRONS OF TIMBERLAND REGIONAL LIBRARY; AND THAT LOCAL LIBRARY BOARDS BE GIVEN THE OPTION TO DISTRIBUTE THE MEMORIAL FUND MATERIALS IF THERE IS INSUFFICIENT SPACE. JEAN HAAKENSON SECONDED THE MOTION.

Mr. Lawrence said he doesn't think there needs to be a motion of the board to direct administrative staff to function. He thinks the consensus of the board is sufficient. He is not comfortable with and does not think it is proper for the board to make motions telling the staff to do something which in effect is instructing the staff to do their jobs. Mr. Blauvelt said staff is telling the board they are already drafting a policy and he is making the suggestion the board indicate to the staff what should be included in the policy. Ms. Dobbs said it may not be necessary to make a motion. She would like to determine if there is a way the existing policy could be amended in the interim until the Collection Development Policy is adopted.

Mr. Dickerson said it is not the role of a local or regional library board to determine what is in the collection at any given time. That is universally understood to be a staff responsibility. Local building heads consult with collection development staff in the district to determine what is needed in the collection. He said it would be difficult for him to administer a collection program which is not in the control of the staff. For instance, Mr. Blauvelt's motion states the local library board would have the authority of dispose of memorial materials. He said only the board can declare anything surplus.

Ms. Davies said she is not ready to vote on this issue. She needs to see something in writing and suggested this be on the retreat agenda on September 6. Mr. Blauvelt agreed the board needs to spend more time to flesh out the exact wording of the policy. He agreed Mr. Lawrence is probably correct that it is not appropriate for the board to pass a motion directing the staff to do something.

MR. BLAUVELT WITHDREW HIS MOTION. MS. HAAKENSON WITHDREW HER SECOND TO THE MOTION.

Ms. Dobbs said this matter will be on the board's September 6 retreat agenda for possible action at the next regular meeting.

3 Approval of Minutes

- 90-34 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JULY 25, 1990, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. DORIS FOURRE, ART BLAUVELT, JEAN DAVIES, JEAN HAAKENSON, DORIS FOURRE, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; HELEN TIMM ABSTAINED. MOTION CARRIED.

4 Vouchers

Payroll and payroll-related vouchers for July 1990 amounted to \$296,310.37.

- 90-35 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 31268 THROUGH NO. 31457 FOR AUGUST 1990 IN THE AMOUNT OF \$194,148.03; JEAN DAVIES SECONDED THE MOTION.

4 Mr. Crose reviewed the following vouchers:

No. 31268 to Olympia Friends for the Library Building Fund (\$1,200) is the transfer of the funds received from TCI Cablevision last year.

No. 31322 to Capitol City Press (\$4,996.53) is for the Timberland Trek booklet used in this year's summer reading program.

No. 31353 (\$1,280.05) and No. 31354 (\$855.59) to Frank Frazee, No. 31389 (\$1,608.30) to M. J. McGalliard, and No. 31393 (\$2,500.00) to Baby Gramps are for summer reading programs.

No. 31357 to Computerland of Olympia (\$25,827.80) is for PC's, printers and software for reference centers and completing the needs in administration.

No. 31381 to The Effectiveness Institute (\$4,891.54) is for Management Council training.

No. 31387 to Spectrum (\$2,305.45) is for training staff in the business office on the program purchased last year.

Nos. 31398 (\$122.25) to Chinook Observer, 31399 (\$129.20) to Willapa Harbor Herald, and 31400 (\$124.26) to Longview Daily News are for advertising for bids for the Naselle building project.

No. 31405 to Bradley-Noble Geotechnical (\$4,822.47) is for a favorable soils test for the Amanda Park building project.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Dynix

Mr. Lawrence said in March the board heard a report from a Dynix representative concerning implementation of the Dynix system. He recalled the representative giving the board a firm date of completion which has passed. Mr. Lawrence asked the status of the Dynix system.

Mr. Dickerson said the system is essentially functioning and there are no significant problems. However, there are a number of irritating details that have not been concluded. He said Keith Wilson of Dynix told the board in March that everything would be completed by the end of April and the software functionality test would be done in May. That test has not yet been done. Mr. Dickerson said Mr. Lawrence's question is very timely. This morning the CALS Board met and the CALS Board instructed the Chair, Nancy Zussy, to write a strong letter to Dynix indicating that CALS is displeased with the continual delays and that CALS expects the promises to be honored.

Ms. Loken said an official letter was sent to Dynix in June which enumerated all of the problems CALS is experiencing. They are not major items but they are of concern to CALS because they are holding up progress CALS needs to make. Ms. Timm suggested the same Dynix representative be invited to another TRL Board meeting. Mr. Lawrence said he would like the TRL Board's displeasure conveyed in a letter to Dynix. He said this is important because Mr. Wilson did establish a date with the TRL Board. Mr. Dickerson said it would be appropriate for him to send a letter in addition to Ms. Zussy's letter. He can also ask Mr. Wilson to meet with the board again. Mr. Dickerson said the problems are very technical and need to be solved by technicians, but sometimes it is necessary to get the attention of administration to take care of them.

6 New Business

A. Annexations

The Cities of Long Beach and Yelm are dealing with the question of annexation to Timberland. The TRL Board will need to concur with the annexation requests once the cities have taken final action on them. Long Beach will not be able to complete the legal procedures until September 4 and Yelm will not complete the procedures until September 12. Since the TRL Board is scheduled to hold a retreat on September 6, it is suggested a special meeting be held on that date to deal with the annexation requests. Legal counsel has determined that if Yelm's contract and ordinance are in final draft form by that date, the annexation could be approved by the TRL Board subject to ratification by the Yelm City Council on September 12.

Mr. Dickerson reviewed the problem which developed in Long Beach where citizens were advised through a paid advertisement in the Chinook Observer that they could get a library card from the state library which would allow them to use any of the CALS libraries free of charge. The state library and TRL have worked closely and have administratively closed that loophole. The Long Beach City Council unanimously indicated its desire to place the annexation issue on the November ballot but still needs to complete all the legal procedures.

Mr. Dickerson said Yelm already contracts with TRL and the city has been discussing for some time the question of annexation to TRL. City officials in Yelm are speeding up the procedure so they can get the issue on the November ballot. If it is not on the November ballot, it would probably be placed on the February ballot.

90-36

ART BLAUVELT MOVED TO SCHEDULE A SPECIAL MEETING OF THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES FOR 4:00 P.M. ON THURSDAY, SEPTEMBER 6, 1990, AT THE WESTWATER INN IN OLYMPIA TO CONSIDER AND ACT UPON THE ORDINANCES OF LONG BEACH AND YELM FOR ANNEXATION INTO THE TIMBERLAND REGIONAL LIBRARY DISTRICT; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Library Director - Lon Dickerson

July 1990 revenues and expenditures

Mr. Crose referred to his July 1990 revenues and expenditures report. He said there is nothing out of the ordinary in the report and the budget is on schedule. Exclusive of carryforward, the district is 58% into the fiscal year and has received 67% of its budgeted revenue. Mr. Crose said he will have extensive budget information for the board at its September 6 retreat, including projections several years into the future.

Facilities

Mr. Crose said he and the architect reviewed this afternoon the final design for the Amanda Park project. He anticipates moving ahead with a construction plus cost program wherein TRL will work on the construction documents with a selected contractor. A cap on the total cost of the project will be set and there will be a percentage profit for the contractor. Approaching the project in this way will fit within the confines of the budget. Mr. Crose

- 7A has discussed art for the new library with the superintendent of the Quinault School District. Mr. Lawrence said he would like to continue to participate in those discussions.

Mr. Crose said the building design for the Montesano library has been reviewed. The design will make the entire building more accessible to handicap people. He thinks the Montesano community will be pleased with the changes.

The second round of bids for the Naselle project were opened today. Three bids were received on time, one bid was received too late. Staff is currently evaluating the bids received, but the apparent low bidder is still \$100,000 over the project budget. Mr. Crose anticipates, following discussion with legal counsel, that all the bids will be rejected. He said staff are troubled that bids are coming in at such unreasonable prices. He hopes to come up with a process, through legal counsel, to utilize the services of a local contractor. Mr. Dickerson added staff are not discouraged and still expect to have a new library constructed in Naselle next year. Mr. Crose said the design is not being downgraded but we are looking at some alternative materials, although the aim is still a maintenance free building.

Mr. Crose said he has met with fire commissioners in Salkum and our respective attorneys are working on legal matters pertaining to a joint building. He should know more about the availability of a facility by October 1.

Summer Reading Club Update

Ms. Winfree referred to the sheet indicating summer reading participants as of the third week in August. The statistics indicate a significant jump in sign-ups since mid July in several of the libraries. There has been tremendous attendance at the programs and many positive comments about the Dairy Queen and Northwest Trek incentives. Ms. Winfree said the completion rate so far is not as great as expected, but the program is touching a lot of children and making the library a friendly place to them. Ms. Thompson said many people have noticed the availability of more books to support this year's program, thanks to the increase in this year's materials budget.

Mr. Lawrence said it has been amazing watching the growth in the summer reading program over the years. He said there must be some point where the resources will not accommodate more growth, particularly space for programs. Ms. Thompson said one way staff deals with this is by discouraging daycare providers from bringing children to programs open to the general public. Instead special programs are brought to them. Also, Olympia has given tickets to programs on a first come, first served basis. Evening programs are available which encourage parents to attend with their children. Winnifred Olsen said, to Ms. Thompson's credit, the Olympia library received a very nice plaque in this year's Lakefair Parade.

Ms. Johnson said it has been exciting for her to work on the summer reading programs the past several years. TRL provides one of the largest programs in the state. She estimates about 45,000 books have been read by children this summer. She commended the leadership of the staff who reach out to the children who need the benefits of the summer reading program. TRL relies heavily on their expertise. TRL's goal is to reach 50% of the elementary school children in its service area through this program. Staff will be brainstorming on how to reach those children they are not currently reaching. Ms. Johnson said she appreciates Mr. Lawrence's concern that the quality of the program not be lost. TRL staff share that concern and are working on

- 7A innovations. Ms. Thompson added several libraries are using volunteers. There is also a great deal of support from Friends groups. Mr. Dickerson said the goal is to reach out to children who are not regular library users. The objective is really the number of sign-ups rather than the number of finishers.

The meeting recessed at 9:10 p.m. and reconvened at 9:20 p.m.

7A Training

Ms. Johnson reported that this morning Lewis County library staff attended a four-hour session with Bernie Benson called "Train the Trainer." TRL staff serve as trainers in the libraries showing patrons how to use the online patron access catalog. They learned motivating principals, the types of communication which works best in a training situation, and how to make sure people retain what they are being told so they can build on that knowledge. The session gave the staff a new vision of themselves as professionals in the training field. Ms. Johnson said she hopes the program can be brought to all the staff in the district.

White House Conference on Libraries

Ms. Johnson reported the state library is involved in a state pre-conference for the White House Conference on Libraries which will be held in July 1991 in Washington, D.C. The pre-conference will be held in February and will provide for a grassroots involvement. Delegates will be selected to attend the pre-conference and several delegates will be chosen to attend the conference in Washington, D.C. Data for the pre-conference will be collected in a variety of ways and there will be a variety of ways people can participate. Ms. Loken said she had the pleasure of asking former TRL Board member Dorothy Voege to act as convener for the pre-conference and Ms. Voege has accepted. Anyone interested in getting involved at the beginning of this process can let Ms. Johnson know. Nancy Zussy, State Librarian, has said regardless of the outcome at the federal level, it is still important what happens at the state level.

Volunteer Program

Mr. Scherr said TRL has already seen the value of a volunteer program to help provide services to patrons and assist staff. In order to further develop the program, it has been determined there is a need to hire a Volunteer Coordinator. The position will be announced this week and hopefully filled in October. It has been point factored at a range 19.

September 16, 1990 Board Meeting - North Mason

The North Mason Friends have invited the TRL Board to have dinner prior to the meeting. It was agreed to have dinner at Victoria's at Robin Hood, near Union.

B. 1991 Budget Task Force

Ms. Fourre reported the 1991 Budget Task Force met with Mr. Crose. They spent most of the time talking about how the budget fits into the long range plan. Mr. Crose said part of the process was to review the structure of the budget and discuss the philosophy of the budget committee and its role. The group discussed specific items which will be incorporated into the 1991 budget which are addressed in the long range plan. After the board's September 6 retreat,

7B the budget task force will continue its discussion of the 1991 budget.

C. Personnel Policies Task Force

Mr. Scherr said the Personnel Policies Task Force has not met yet. Jean Davies, Art Blauvelt and Bill Lawrence are members of the committee. Ms. Davies agreed to chair the committee. This task force will deal with current personnel policies established by the board. TRL's attorney has reviewed the Personnel Policy adopted by the TRL Board in 1980 and the task force will review the attorney's recommendations. There are a number of policies in the Personnel Policy which are inconsistent with the agreement between TRL and the Staff Association. Ms. Davies will contact the other members and schedule their first meeting.

8 Other Agenda Items

A. Workshop in Library Leadership

Ms. Davies said she would like to know who is attending the WILL workshop. Ms. Fourre and Ms. Timm indicated they will be attending. Mr. Blauvelt said it depends on his trial schedule. Mr. Dickerson reminded them that the registration deadline is September 5.

B. Book Discussion Groups/Programs

Mr. Blauvelt asked if TRL sponsors book discussion groups. Mr. Dickerson said TRL at one time received a grant to sponsor discussion groups in some communities, but generally it is a local building activity. Ms. Timm said the North Mason Friends group has started a discussion group.

Ms. Johnson said there are a number of adult programs scheduled in TRL libraries. She will provide board members with a calendar of events.

Ms. Thompson reported that several staff attended the Serendipity conference in Vancouver, B.C. This group supports children's literature and she is interested in starting a similar program in this area.

C. Agenda Format

Mr. Dickerson requested input on the new agenda format. Ms. Fourre commented the meeting is not moving any faster. She would like to see time limits placed on discussions.

There was no further business and the meeting adjourned at 10:00 p.m.



President



Secretary