

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Timberland North Mason Library  
N.E. 23081 Hwy. 3, Belfair, WA 98528

September 26, 1990

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A G E N D A

BOARD MEMBERS PRESENT:

Carolyn Dobbs, President - Member-at-Large      Jean Haakenson - Member-at-Large  
Arthur A. Blauvelt - Grays Harbor County      Helen Timm - Mason County  
Jean Davies - Pacific County

BOARD MEMBERS EXCUSED:

Doris Fourre - Thurston County      William H. Lawrence - Lewis County

STAFF PRESENT:

Liane Bascou      Kitty Schiltz  
Michael A. Crose      Nancey Scott  
Lon R. Dickerson      Mary Ann Shaffer  
Diane Johnson

GUESTS PRESENT:

Suzette Birdsell, Montesano      Christina Mathiasen, Bremerton  
Irene Davis, Belfair      Celia Parrott, Belfair  
Leialani Feldman, Belfair      Jan Stevenson, Belfair  
Alice Harris, Belfair      Julia Thompson, Belfair  
Helen Hepp, Montesano      Bobby Ward, Belfair  
Barbara Hunt, Belfair      Mary Wing, Belfair  
Gertrude Linnenbruegge, Belfair

President Carolyn Dobbs called the meeting to order at 7:30 p.m.

AGENDA ITEM

NO.

1      Introductions

Introductions were made. Ms. Dobbs thanked the North Mason Friends for the invitation to meet at the North Mason Library and for their good work and solid support of TRL.

2      Public Comments

A.      Letter from Simon Cornish, Olympia

Ms. Dobbs read the September 24, 1990, letter from Simon Cornish of Olympia as follows:

"I recently relocated to this area and began a job search. Fortunately, when beginning my search I was told about the computer resources available at the Lacey Library.

"I am happy to report that my job search was very successful and that access to the computer and ink jet printer at the Lacey Library was

2A crucial to this success. I would also like to say that the Lacey Library personnel were consistently supportive, polite and helpful.

"Thank you and the other Board members for funding this well-utilized resource. I hope you recognize the importance of this service and will continue funding it. Please pass on my sincere thanks to the Lacey Library staff and to the Lacey Library Board of Directors."

3 Approval of Minutes

90-40 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF AUGUST 29, 1990, AS PRESENTED; JEAN HAAKENSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

90-41 JEAN DAVIES MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF SEPTEMBER 6, 1990, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for August 1990 amounted to \$299,427.62.

90-42 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 31458 THROUGH NO. 31637 FOR SEPTEMBER 1990 IN THE AMOUNT OF \$188,937.82; JEAN DAVIES SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 31501 (\$8,757.93) to Emery Business Forms is for 75,000 mailers used with the automated circulation system to notify patrons that materials are available to be picked up.

No. 31556 (\$310.82) to Eastman Kodak Co. is for maintenance of the photocopier at the Service Center.

No. 31611 (\$20.00) to The Friends of the Origami is for books on origami.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Book Selection Policy Revision

Ms. Dobbs said this is a continued discussion from the August 29 meeting to address concerns raised by the Montesano Library Board regarding a memorial book policy. The proposed change in the Gifts section of the Book Selection Policy is as follows:

"The Library encourages and gratefully accepts gifts of books and other library materials, and reserves the right to evaluate and to dispose of such gifts in accordance with the criteria applied to materials which are purchased. Materials purchased from memorial funds and materials given to the library district as memorials will be housed in the library designated by the donor, if the donor so desires."

90-43 JEAN HAAKENSON MOVED TO ADOPT THE REVISED TIMBERLAND REGIONAL LIBRARY BOOK SELECTION POLICY; JEAN DAVIES SECONDED THE MOTION.

5A Mr. Blauvelt asked if the administrative policy on memorial items presented at last month's meeting is an implementation of this Book Selection Policy. Mr. Dickerson responded in the affirmative. Mr. Blauvelt asked if there have been any changes in the wording of the administrative policy since last month's meeting. Mr. Dickerson said there have been no changes. Mr. Blauvelt said he had an opportunity to talk to two of the Montesano Library Board members regarding the discussion the TRL board had on this issue at its September 6 retreat. They were both encouraged by the language being proposed. He thinks the Montesano board's concerns are taken care of in the second sentence of the proposed language. Mr. Blauvelt said the Montesano board reviewed the administrative policy and they are pleased with that also.

Mr. Dickerson said the proposed language is workable for TRL staff. He drew the board's attention to two other minor changes. On page 1 in the Objectives section, "over-all" was changed to "overall." On page 2, in no. 3 of the Guidelines For Selection section, "layman" was changed to "layperson."

Ms. Davies commented that this revision in the Book Selection Policy is taking place because of the Montesano Library Board's concern with the Montesano library's large memorial collection. Ms. Harris said the North Mason library also has a number of memorial books and the North Mason Friends have had the same concerns. She said Mr. Dickerson discussed the matter with them and the North Mason Friends are pleased with the proposed revision.

Ms. Hepp asked about the concern that memorial items will not be counted in the percentage allotment designated for each library. Mr. Blauvelt said that concern is addressed in the administrative policy. He thinks if administration changes its policy, it will be brought to the TRL board's attention.

Mr. Dickerson said as policies are reviewed, the intent is to have a broad policy statement adopted by the TRL board with details spelled out in administrative guidelines or policy. Any changes would be presented to the TRL board for their information. If the board has concerns, they will be discussed.

MOTION CARRIED UNANIMOUSLY.

6 New Business

A. 1991 Preliminary Budget

In September each year the board adopts a preliminary budget for the following year. The 1991 Budget Task Force will be meeting and refining the 1991 budget the remainder of this year and the final 1991 budget will be adopted in December.

90-44 HELEN TIMM MOVED TO ADOPT RESOLUTION NO. 90-04 ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1991; ART BLAUVELT SECONDED THE MOTION.

Ms. Haakenson said the 1991 Budget Task Force has met twice. They discussed broad general areas of the budget and the board's role in establishing the budget. As she understands it, the board's role is to focus on the areas we want to enlarge upon, rather than deciding where the individual dollars will go, and to follow the long range plan adopted by the board. The task force recommends that next year at least one meeting be a work session of the entire board rather than just two or three members to focus on the budget.

6A Ms. Timm said at the task force's first meeting, Mr. Crose reviewed all the sources of income for the library district and the various categories of expenditures. There was also discussion at the first meeting that the board should not care how the dollars are designated in each category. That is the staff's responsibility. The board needs to know why there are increases in categories and to make sure staff is following the goals in the long range plan.

Mr. Crose reviewed where he sees pressures in the budget, keeping in mind the board's primary goal to follow the long range plan. One of the specific items included in the long range plan and included in the preliminary budget is provision for PC based children's learning centers in Hoquiam, Montesano, Raymond, Lacey, Shelton, Salkum, Naselle, and Amanda Park. His concern is that adequate training be provided to staff on PC based operations. Staff in some of these libraries already have a moderate level of expertise in PC operations. This has been addressed in the training budget.

In addressing the access issue, we are looking at the kiosk concept at Mineral and Pe Ell, although the preference is to place an OPAC in a store or post office in those areas and provide book drops for returned materials. In facilities, we want to accomplish energy audits at the Service Center, Montesano, North Mason, and Ocean Park. Once we take care of the buildings TRL owns, Mr. Crose will address the need for energy audits in city-owned buildings. Eventually he would like all libraries to have automatic doors. Automatic doors have already been incorporated in building plans at Amanda Park, Naselle, and Salkum. Security systems for library materials will be added at the Aberdeen, Centralia and Lacey libraries. The Olympia security system is being transferred to Shelton and a new system is being installed at Olympia.

The capital expenditures budget includes provisions for a new materials acquisition system. We are looking at a PC network between the business office and the libraries and through Dynix and WLN. This activity will also include direct access through the Department of Information Services for online updates of legislative information for administrative use only.

In keeping with the concerns we have to increase the staffing levels in circulation and where there is increased populations in various areas throughout the district, the personal services budget calls for an additional 5.0 FTE's in 1991. Mr. Crose anticipates these increases will be in the lower to mid clerical ranges. The budget calls for expanded funding in the training budget. We are concerned that TRL is moving into a very technical and complex system of library services and we need to provide adequate training to the staff.

Additional items include administrative level payroll and accounts payable software. We want to fully integrate the payroll system with the human resources system; and link the accounts payable system with the materials acquisition system so there is not duplication of efforts in the accounting backgrounds for preparation of warrants. The budget also calls for replacement of vehicles and equipment as appropriate.

The current balance in the building fund is \$720,000. We have targeted \$662,000 to be transferred to the building fund by the end of this year which will bring the balance to almost \$1.4 million. Mr. Crose anticipates at least \$200,000 to \$300,000 in unbudgeted timber revenues from 1990 will be available

6A to transfer into the building fund. The funds available in the building fund are earmarked for the following projects: \$200,000 for the Lacey partnership program; \$280,000 for Amanda Park; \$300,000 for Naselle; \$450,000 for Salkum; \$200,000 for a major upgrade of the Service Center. Additional monies available from excess timber revenues could be placed in the materials budget. The automated circulation system fund will have approximately \$125,000 of Timberland money included in its balance. The lawsuit with DataPhase has been settled and all proceeds have been deposited in TRL's automated circulation fund. The CALS Board is discussing how the settlement will be disbursed among the three institutions. The unemployment compensation fund is approximately \$100,000. This fund is fully self-sustaining and at this point TRL is paying its unemployment claims out of interest earned on investments in this fund.

Mr. Crose referred to the 1991 budget work sheets which break the budget down by the elements of administration, public services, organization of materials, training, and facilities. Each of these major programs is broken down by objects. Mr. Crose reviewed each of the budget objects on the two sheets referred to as Timberland Expenditures.

TRL has received a list of items the TRL Staff Association has requested for salaries, wages and benefits. Supplies is a constant and Mr. Crose expects to build greater economy into this category. Professional Services includes WLN, TRL's share of CALS staffing, legal services to the district, janitorial services not provided by TRL staff, and consultants hired for staff and board training. Communications costs have decreased substantially because postage usage has decreased by about 50%. Mr. Crose also expects to effect some savings in telecommunications and telefax systems in the district. The transportation portion has been increased to reflect transportation costs for conference attendance and the increase in training. The advertising category includes ads for positions available and advertising for bids for the purchase of new equipment. Operating rentals is the cost of renting facilities that TRL is responsible for but does not own including Hoodsport, Mountain View and Salkum. It also includes some equipment rentals, such as postage meters and equipment associated with photocopiers.

The insurance category has been increased because TRL is under insured in some areas. Computers will be covered in a separate portion of the insurance policy. Transportation of equipment throughout the district will be covered. TRL has valuable papers insurance coverage of \$100,000 which covers software. TRL is also covered if additional staff have to be hired to rebuild the database. Where appropriate, TRL will have earthquake insurance.

Mr. Crose expects about a 15% increase in utilities. Repair and maintenance has been decreased substantially. Funding for repair and maintenance of the North Mason building is definitely included in the 1991 budget and scheduled for the earliest possible time. Ms. Harris said she finds she has the same concerns of maintenance of buildings as she did when she served on the TRL board. Mr. Crose said TRL has been investing thousands in upgrading its facilities, including the North Mason library. He said the district is on a five-year maintenance schedule.

Miscellaneous includes dues and reimbursement for sales taxes for merchandise purchased out of state if there is no reciprocal trade agreement. The equipment category has been decreased because many equipment requests are being taken care of in 1990. Materials is 17% of the budget. It was 20% in 1990 because unbudgeted timber revenues were placed in materials. Mr. Crose said he has no qualms with using soft money to supplement the materials

- 6A budget. A base level of timber revenue is used in the operating budget and any excess is considered soft money to be used for one-time expenditures. It is recommended the unreserved fund balance be maintained at 20% of the budget to help get through the first part of the year without having to go on interest bearing warrants.

Mr. Crose will be working with Mary Ann Shaffer and the Community Library Coordinators to establish budgets for each building in the district. He wants to be able to develop comprehensive plans in those buildings which are cities' responsibilities.

Mr. Crose has projected a value increase in the district of 4%, most of it in Thurston County due to the extensive new construction and increasing values.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Library Director - Lon Dickerson

August 1990 revenues and expenditures

Mr. Crose referred to his monthly revenues and expenditures report for August 1990.

CALS-DataPhase lawsuit

Mr. Dickerson said CALS' lawsuit against DataPhase has been settled. It has been in litigation for about three years and was scheduled to go to trial in November. CALS consists of TRL, The Evergreen State College, and Washington State Library. The lawsuit was filed against the manufacturer of ALIS (CALS' previous automated system), the bonding agency, and the parent companies of DataPhase. The settlement of \$367,000 is considerably less than CALS would have liked but a lot more than CALS expected to receive several weeks ago. The settlement will be divided among the three institutions. CALS' legal expenses were about \$200,000 and CALS' attorneys estimate DataPhase spent about \$1 million in legal fees. TRL's portion of the attorney fees were paid over time and came out of TRL's operating budget. Mr. Dickerson expects the settlement will be kept in the automated circulation fund for enhancements and upgrades of the Dynix system. Mr. Crose added that CALS still has title to all of the ALIS equipment. Mr. Dickerson said he expects CALS will declare the equipment surplus and sell it.

Dynix update

Mr. Dickerson said board members received a copy of CALS' letter to Dynix urging their continued attention to completion of the system. The board also received a copy of Mr. Dickerson's letter to Keith Wilson at Dynix inviting him to attend either the board's October or November meeting. There has been no response to either letter. If CALS does not receive a response by Friday, Steve Metcalf, CALS' System Manager, will call Mr. Wilson.

Annexations update

The annexation issues for Yelm and Long Beach will be on the November ballot. TRL, as a public agency, is not allowed to promote the ballot measure. TRL

- 7A has prepared information sheets on the issues which have been reviewed by the Public Disclosure Commission.

Initiative 534

Initiative 534 needs 150,001 valid signatures to be certified and placed on the ballot. This process was supposed to have been completed in July or August but because the numbers were so close, every signature had to be counted again. The signatures came up short and were recounted again at the insistence of the initiative supporters. The deadline for placing new measures on the ballot was last Tuesday. Mr. Dickerson called the Secretary of State's office on Tuesday and was told the deadline for this initiative was extended to October 17 for counting signatures. He found out later that the sponsors of the initiative filed a lawsuit in Thurston County Superior Court claiming they submitted the required number of signatures and the initiative should be certified. The hearing is scheduled tomorrow. The extensions are upsetting because if the measure is placed on the ballot, there will not be much time for public debate and discussion of the issue. Mr. Dickerson said he expects legislation will be proposed in the next session to make sure firm deadlines for initiatives are adhered to. He also expects WLA will let the Secretary of State's office know of its displeasure with the extensions. He said we do not oppose or support ballot measures, but censorship issues are of great concern to libraries. Ms. Dobbs said we should also be concerned about giving citizens enough time to take positions on issues.

TRL celebrated banned book week this month. Ms. Dobbs said she and Becky Morrison were interviewed on a call-in show on KAOS, the radio station at TESC, regarding banned books. They were not representing TRL but were speaking from their own perspectives as private citizens. Ms. Johnson said she has taped copies of the show which she will loan to anyone interested. She said TRL had extensive media coverage throughout the district of banned book week. There were displays in many book stores. Several TRL libraries, including North Mason, had displays of books which have been challenged. Mr. Dickerson said TRL receives requests for police and other access to library records identifying individuals who may have borrowed specific materials. This is confidential information and TRL has gone to court to protect that confidentiality. If TRL receives a subpoena for library records, the matter is brought before a judge to determine if it is necessary and appropriate to release the records.

Summer Reading Club update

Ms. Shaffer referred to Summer Reading Club statistics. One sheet indicates final sign-ups and finishers, one compares the summer reading programs for 1987-1990, and the third shows the attendance figures for the three TRL funded programs provided. There were many other programs provided by TRL staff and sponsored by Friends. TRL reached 2,000 more children this year than last year. There were more finishers in 1990 than in 1989, although the percentage of finishers is less in 1990 than in 1989. Staff are already working toward a theme for next year's program. Ms. Dobbs thanked staff for the excellent work which went into this program. She said it gets better every year because of their hard work and the support received from local library boards, Friends groups and volunteers. She said she thinks the TRL Board feels the work TRL does with children is at the heart of what we see as important in library services. Ms. Shaffer said the youth services people are pleased with the extra money in the materials budget and with the good job Barbara Winfree is



7A doing in purchasing children's materials.

Focus on Timberland North Mason Library

Mr. Dickerson said the North Mason Library is one of TRL's most successful libraries. This library is consistently growing in usage, partly due to its terrific staff. He said Kitty Schiltz is doing an excellent job in heading up the library. At the end of 1988 there were about 4,900 people in the North Mason area with library cards, and that has increased to 6,200 people. TRL has been trying to beef up North Mason's collection with new materials and more items. The collection is about 18,000 items. Patrons are more encouraged when they come into a library and find things they are looking for. Circulation at North Mason through the end of August is up about 13% over the same time period last year. The area is growing and the library is keeping up with that growth.

Ms. Schiltz said the North Mason Library is a very social place for the people in the community. Everyone helps each other and regular patrons bring in their friends and new people in the community. She said people love the building and like being here. She said the North Mason Friends are the best. Ms. Shaffer added the North Mason Friends is one of the largest in the district, particularly for this size of a community, and acts as an excellent advisory group.

Ms. Harris said there seem to be more young people in the area who are using the library regularly. Ms. Schiltz said she thinks the OPACs has brought more people in. The schools and the community work together. Two of the schools are hooked up to dial-up access.

Mr. Dickerson said usage of the North Mason Library in August was about 60% adult materials, 28% children's materials, 6% magazines, and 6% AV materials. This facility is very attractive and TRL hopes to be able to expand it. When the Friends purchased the property several years ago, they purchased enough land to provide for expansion. The long range plan proposes increasing the library about 2 1/2 times, which is based on ALA standards and anticipated population in the year 2000.

Ms. Davis said she is concerned that the library does not seem to be open enough hours. She said there are a lot of retired people in the area. They can go to the post office which opens at 9:00 a.m. and the bank which opens at 10:00 a.m. They then have to wait until noon before the library opens. She suggested opening the library at 11:00 a.m. or staggering the hours which she thinks could be done without a great deal of expense. Mr. Dickerson said the long range plan calls for increasing the hours from 30 to 48 per week, but the pressures throughout the entire district are keeping us from being able to fully implement the long range plan until such time as there is an increase in funding. He said he recognizes the need for more hours, and staff will continue to examine alternative hours. Changes can be made if there is no fiscal impact, and as TRL is able to, more staff and hours will be added. Mr. Dickerson said one of the issues on the November ballot is a constitutional amendment for excess levies up to six years. If that passes, it is something the TRL Board will be looking at as a possibility for increased funding for the district.

B. 1991 Budget Task Force

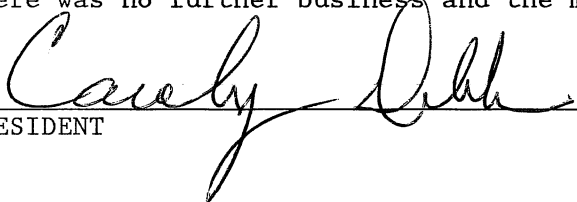
See Agenda Item 6A for a report from the 1991 Budget Task Force.

7 C. Personnel Policies Task Force

Ms. Davies said the first meeting of the Personnel Policies Task Force had to be canceled and will be rescheduled early in October. Mr. Scherr and Mr. Crose are developing a draft document based on input from TRL's attorney, which will be presented to the task force.

On behalf of the North Mason Friends, Ms. Harris thanked the TRL Board for meeting at the North Mason Library. She invited everyone to have refreshments after the meeting. Ms. Timm thanked Barbara Hunt for the flowers she provided for the library.

There was no further business and the meeting adjourned at 9:10 p.m.



PRESIDENT



SECRETARY