

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

October 24, 1990

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M I N U T E S

BOARD MEMBERS PRESENT:

Carolyn Dobbs, President - Member-at-Large    Jean Haakenson - Member-at-Large  
Jean Davies - Pacific County                    Helen Timm - Mason County  
Doris Fourre - Thurston County

BOARD MEMBERS EXCUSED:

Arthur A. Blauvelt - Grays Harbor County        William H. Lawrence - Lewis County

STAFF PRESENT:

Liane Bascou                                        Tammy Losey  
Michael A. Crose                                    Bill Scherr  
Lon R. Dickerson                                    Kitty Schiltz  
Diane Johnson                                      Rosanne Thompson  
Dianne Loomis                                        Barbara Winfree

GUESTS PRESENT:

Helen Hepp, Montesano Library Board            Suzette Birdsell, Montesano Library Board

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

AGENDA ITEM

NO.

1        Introductions

Introductions were made.

Ms. Dobbs stated that Sally Loken, Assistant Director, Central Services, has resigned from TRL. On behalf of the TRL Board, she recognized Ms. Loken's positive contributions to the library system over the years and wished Ms. Loken well in the next step in her personal and professional life.

2        Public Comments

A.       Certificates of Appreciation

Certificates of Appreciation were presented for Garnetta Wilker, Elma Library Board; Clark Bevington, Raymond Library Board; Jean Gerry, Westport Library Board; Glenda Van Vleck and Linda Eitel, Winlock Library Board.

Ms. Dobbs expressed appreciation for the work the local library boards do to help keep the library system moving forward in a positive way.

B.       Friends of Timberland Regional Library

Ms. Dobbs said correspondence has been received from the Virginia Barton, President of the TRL Friends of the Library. She recognized the positive contributions Friends groups have made to the library district over the years.

2B Ms. Dobbs said she will be following up on this correspondence and requested board members let her know if there are any points they would like Ms. Dobbs to share with Ms. Barton.

3 Approval of Minutes

90-45 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 26, 1990, AS PRESENTED; JEAN HAAKENSON SECONDED THE MOTION. HELEN TIMM, JEAN HAAKENSON, JEAN DAVIES, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; DORIS FOURRE ABSTAINED. MOTION CARRIED.

4 Vouchers

Payroll and payroll related vouchers for September 1990 amounted to \$301,191.65.

90-46 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 31638 THROUGH NO. 31837 FOR OCTOBER 1990 IN THE AMOUNT OF \$212,442.28.

Mr. Crose reviewed the following vouchers:

No. 31639 (\$750) to Susan Madden is for her presentation at the local library boards workshop on October 20.

No. 31653 (\$4,412.52) to Highsmith Co. and No. 31687 (\$3,347.29) to Gaylord Bros. are for supplies and equipment.

No. 31734 (\$10,000) to R M R S Systems is the monthly reimbursement to the postage meter account which the libraries draw from for their postage. Postage has been reduced by 50% since patrons are being requested to pick up their materials at the library. Ms. Dobbs asked how patrons have responded to this request and Mr. Crose said it appears to be fairly well received.

No. 31779 (\$4,204.20) to Johnson Roofing is for repairs to the North Mason roof.

No. 31783 (\$1,500) to Alene Moris is for her presentation at all staff day on October 30.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

There was no new business

7 Reports

A. Library Director - Lon Dickerson

3rd quarter circulation report

Mr. Dickerson referred to the September 1990 circulation report and to the third quarter circulation report. The third quarter report indicates an 11%

- 7A increase over the same period in 1989. Mr. Dickerson said it is very gratifying to see the increased use of the library.

September 1990 revenues and expenditures

Mr. Crose referred to his written report. TRL has received 85% of the budgeted revenues and expended 66% of the budgeted expenditures. TRL is 75% through its fiscal year. There will be a significant upswing in the expenditures during the last quarter of the year since many of the capital expenditures occur during that time period. Mr. Crose said he anticipates receiving very close to 100% of the property taxes budgeted.

Dynix update

Mr. Dickerson said Keith Wilson of Dynix responded to the letter from the Chair of the CALS Board, Nancy Zussy, requesting a completion date of the Dynix system installation. Mr. Wilson has not responded to Mr. Dickerson's invitation to attend a TRL Board meeting. Mr. Wilson's response to Ms. Zussy is not satisfactory and Steve Metcalf, system manager, is aggressively pursuing the matter. Mr. Crose is also working closely with Mr. Metcalf. Mr. Dickerson said he still feels the Dynix system is a good functioning system, but CALS wants Dynix to deliver all of the items promised in the contract. Mr. Wilson's letter indicates some of these items are still in the development stage.

All Staff Day - October 30

Mr. Dickerson referred to the agenda for all staff day on October 30. He invited board members to attend. It will be held at the Tyee in Olympia. The afternoon session will feature Alene Moris, who was a speaker at the recent WILL conference in Yakima. The morning session will allow staff to break into their choice of discussion groups. Lunch will be catered by the Tyee. Ms. Dobbs requested Ms. Moris' presentation be taped. Mr. Scherr said he will ask Ms. Moris if she will allow a taping of her presentation.

B. 1991 Budget Task Force

Mr. Crose said the 1991 Budget Task Force has not met since the board's September meeting. He anticipates the task force will meet again in mid November after staff have an opportunity to pull together figures to determine what is affordable in 1991. It will be a very tight budget and Mr. Crose wants to make sure nothing is overlooked.

C. Personnel Policies Task Force

Ms. Davies reported that she, Art Blauvelt and Bill Scherr met. The third board member on this committee, Bill Lawrence, was unable to join them. The three board members on the committee hope to meet in early November and then schedule another meeting with Bill Scherr and possibly TRL's attorney, Craig Hanson, to discuss the issues involved in the personnel policy. Ms. Dobbs asked if a target date has been established to bring this matter before the full board. Ms. Davies said it is too early in the process to do that. She suggested a work session of the entire board prior to the November or December meeting to discuss the personnel policy.

7 D. Building Updates

Mr. Crose said he is currently working with Clint Pherson, the architect on the Naselle project, to change the exterior of the building to bring the costs down. We are still striving for a maintenance free building. Mr. Crose anticipates rebidding this project in February 1991 and beginning construction by March. In the interim he will be requesting input from construction firms in the Naselle area who may be interested in this project. Ms. Johnson said TRL had a professional site sign put up at Naselle this week, which was a community event. This has helped rekindle hope in the people there after so many delays in the project.

The construction documents for Amanda Park are being finalized and the model of the building has been completed. A construction firm on the Quinault Indian Reservation is reviewing the project and will be projecting costs for TRL to see if we are in the ballpark. Mr. Crose anticipates advertising this project in February 1991 with construction beginning in March.

Mr. Crose anticipates the refurbished Hoquiam library will open sometime after the first of the year. Ms. Johnson said the Hoquiam Library Board is working very closely with the Hoquiam City Council on change orders. The building budget is the biggest concern at this point. Some dry rot problems on an interior wall were discovered and need to be dealt with. These types of things are happening as the project progresses which changes the deadlines.

Mr. Crose said TRL's attorney is working with the Salkum Fire District's attorney on acquisition of property for a joint facility. We will then move ahead with construction design documents. The working relationship between TRL and the fire district is evolving nicely.

Mr. Crose said the remodeling documentation is almost complete for the Montesano library.

Ms. Johnson showed the T-shirt which is being used for a fund raiser for a new Elma library. Elma has applied for a Bishop Foundation Grant which would be used for the children's area in the library. The building committee has divided up into different groups to work in different areas. The committee is trying to raise half a million dollars. An architect from Montesano volunteered a preliminary sketch of a new building, and he has projected a budget of \$639,000, based on a five-year building lag. Ms. Timm said she has visited the site. Although it does not leave much room for expansion, she likes the site, particularly because it shares parking with the senior citizens center.

Ms. Davies commented the new paint job and carpeting in the Raymond library has made a big difference. Mr. Dickerson said Raymond still has handicap accessibility and a few other items to deal with, but they are taking care of them one step at a time.

E. Local Library Boards Workshop

Ms. Davies said she attended the local library boards workshop on October 20. She thought it was a great workshop and she enjoyed Susan Madden's presentation about intellectual freedom. Ms. Madden talked about the issues,

7E how to deal with them, how to educate people about the issues, and how to respond to complaints and concerns. Mr. Dickerson spoke about legislative issues. There was a discussion of Friends and local library board members becoming involved in the legislative process and library issues. There was a discussion about the upcoming Governor's Conference and White House Conference on Libraries. Amory Peck talked about the WILL conference. Ms. Birdsell and Ms. Hepp both said they enjoyed attending the workshop. Ms. Hepp said it is good to know how to respond to challenges to intellectual freedom.

F. WILL Conference

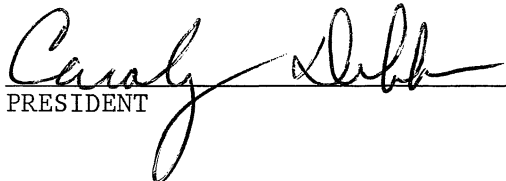
Ms. Fourre said the WILL conference was as good as usual. She particularly enjoyed the information session conducted by Jan Sterner and Randy Hensley. Ms. Timm said Alene Moris was a tremendous speaker and she thinks the staff will enjoy her on all staff day. Ms. Davies said she attended some of Mike Crose's budget workshop which she thought was very well done. She said Mr. Dickerson and several others conducted a session on elected vs. appointed trustees. Ms. Fourre said she enjoyed this session. She would prefer that trustees continue to be appointed, but thinks trustees will eventually be elected. Ms. Davies said the session on the Governor's Conference and White House Conference on Libraries was excellent. Information is being gathered from a wide variety of areas. Whoever represents Washington state will be well versed. Mr. Dickerson said 12 people will represent this congressional district in Spokane--25% will be library trustees or Friends, 25% library staff, 25% general public, and 25% government officials.


8 Other Agenda Items

A. Classification and Salary Plan

Ms. Dobbs noted the concerns raised in the last Union-Management Committee meeting minutes about possible imbalances in salaries to new hires and by gender. She requested Mr. Dickerson provide the TRL Board with a profile of positions filled over the past year. She said a lot of time was put into the new classification and salary plan. She would like a follow-up to see how that plan is working. Ms. Dobbs said she received an anonymous note with a couple of positions highlighted which she will provide to Mr. Dickerson. She requested this be a November agenda item.

There was no further business and the meeting adjourned at 8:25 p.m.

  
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PRESIDENT

  
\_\_\_\_\_  
SECRETARY