

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Chehalis Timberland Library
76 N.E. Park St., Chehalis, WA 98532

January 23, 1991

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M I N U T E S

BOARD MEMBERS PRESENT:

Carolyn Dobbs, President, Member-at-Large
Arthur A. Blauvelt, Grays Harbor County
Jeanne Church, Member-at-Large
Jean Davies, Pacific County

Doris Fourre, Thurston County
William H. Lawrence, Lewis County
Helen Timm, Mason County

STAFF PRESENT:

Liane Bascou
Mike Crose
Lon Dickerson
Margo Eytinge
Diane Johnson

Corene Jones-Litteer
Sandra Kersley
Bill Scherr
Rosanne Thompson
Edmunda Waller

GUESTS PRESENT:

Pat Ahvens, Genealogy Society
Sharon Arrington, Genealogy Society
Suzette Birdsell, Montesano Lib. Board
Joyce Butkus, Altrusa Club
Mike Deatherage, Oakville Friends
Gale Feuling, Genealogy Society
Pauline Feuling, Genealogy Society
George Fletcher, Centralia Friends
Vivian Hense, Altrusa Club
Helen Hepp, Montesano Lib. Board
Dean Hooper, Salkum Friends
Terry Keagan, Oakville Friends

Margaret Langus, Genealogy Society
Corinne Lawrence, Altrusa Club
Eula Schieck, Oakville Lib. Bd. & Friends
Margaret Shields, Genealogy Society
Darlene Stone, Chehalis Lib. Board
Nancy Turner, Altrusa Club
Mary Turya, Centralia Eagles Aux.
Charlie Tyson, Centralia Lib. Board
Shirlie Verley, Genealogy Society
Roger Voss, Oakville Friends
Sharon Voss, Oakville Friends

The Board met for a work session prior to the regular meeting. The purpose of the work session was to become acquainted with new board member Jeanne Church, discuss scheduling of a board retreat, and review the proposed Human Resources Policy. President Carolyn Dobbs called the regular meeting to order at 7:35 p.m.

AGENDA ITEM

NO.

1 Introductions

New TRL board member-at-large, Jeanne Church was introduced. Mr. Scherr introduced Margo Eytinge, Volunteer Coordinator.

2 Public Comments

A. Partnerships & Community Support

Nancy Turner said the Altrusa Club of Centralia and Chehalis is proud to be a partner in literacy projects in the Lewis County area. The club joined with Sandra Kersley of the Centralia Library and raised \$3,000 which will be used for literacy materials for the Lewis County libraries. An informational

- 2A bookmark has been printed by TRL. Ms. Turner presented the \$3,000 check to Ms. Dobbs.

Mary Turya said the Fraternal Order of Eagles has given grants of \$200 to the library for several years. Next year that amount will go up to \$300. She presented an additional \$1,000 donation from the Golden Eagle Fund to Ms. Dobbs to be used for aids for low vision individuals in the Centralia library. Ms. Turya particularly thanked Ms. Kersley for the cover letter which was very instrumental in obtaining this grant.

Ms. Dobbs thanked the Altrusa Club and the Eagles for their support. She said it is important for the library to have this kind of support from the communities.

B. Certificates of Appreciation

Certificates of Appreciation were presented for Elaine Ingraham and Harry Hillstrom, who both served on the Centralia Library Board.

C. Correspondence and Public Comments

Mr. Lawrence read a letter dated January 17, 1991, which he received from Pauline Feuling of the Lewis County Genealogical Society, and Corene Jones-Litteer's January 15, 1991, memo to the Lewis County Genealogical Society. Ms. Feuling's letter expressed the Society's concerns with the proposed plans to move the collection of genealogy materials from the Chehalis library to the Centralia library and stated the group had met with Mr. Dickerson. Ms. Jones-Litteer's memo outlined a plan to move these materials downstairs to the circulation collection in the Chehalis library to make it more accessible.

Several in the audience gave a history of the genealogy collection in Chehalis, stating that some of the collection was loaned to TRL under the assumption it would never become part of the Chehalis collection. They shared their concerns about the genealogy collection being moved to Centralia or to the downstairs circulating collection in Chehalis. Their preference is to have the collection remain at Chehalis because of the proximity to the courthouse and museum, and where LDS's new genealogy services will be located. The board was advised there are over 400 titles including gifts, donations, transfers from the museum, and purchases by TRL. Ms. Jones-Litteer said her intent is to have TRL's Reference Coordinator determine which titles in the collection should be for reference/library use only, and the rest would be made available for circulation. She said it is currently more of a self-service type of collection. The patrons mostly use the collection in the library, do their own shelving, and the use does not get counted in TRL's statistics unless the items are loaned to another library.

The board requested an inventory of the collection, indicating which items were loaned to TRL. Mr. Lawrence suggested the upstairs area at the Centralia library would provide a more comfortable working space for the genealogy collection. Ms. Kersley said the advantage of that would be that Centralia does have an elevator to the second story in Centralia; however, there isn't sufficient shelving or security to have the genealogy collection housed at Centralia at this time. Ms. Jones-Litteer said the City of Chehalis is currently looking at the possibility of putting an elevator in the Chehalis library so the upstairs is more accessible. One option is to have a designated area for genealogy materials downstairs in Chehalis rather than interfiling them throughout the collection.

- 2C Mr. Dickerson said Chehalis is designated as a popular library, whereas Centralia is designated as a reference facility and the genealogy collection would fit better in a reference center. He said TRL's Management Council has discussed TRL's role in genealogy. There is enormous support of a major genealogy collection at the Olympia library, which could be designated as the main genealogy site for the entire district, with some concentration of genealogy materials in other reference centers, and some genealogy materials built into the collections of other libraries based on local needs. Ms. Dobbs said there should be a way to maintain the support of a clearly defined local need without giving up the regional aspect of the collection. There was a brief recess while the board members toured the room where the genealogy collection is currently located. It was agreed that Art Blauvelt and Jeanne Church will act as the TRL board liaisons in this matter.

3 Approval of Minutes

- 91-01 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF DECEMBER 20, 1990, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. BILL LAWRENCE, DORIS FOURRE, ART BLAUVELT, JEAN DAVIES, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; HELEN TIMM AND JEANNE CHURCH ABSTAINED. MOTION CARRIED.

4 Vouchers

- 91-02 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 32198 THROUGH NO. 32327 FOR DECEMBER 1990 IN THE AMOUNT OF \$285,350.60; BILL LAWRENCE SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 32222 (\$20,094) to 3M is for a security system for the new Lacey library.

No. 32241 (\$16,807.67) to Pacific County is for 5 miles of line linking the site of the new Naselle library to the county's telecommunications system, which will realize a significant monthly savings.

No. 32259 (\$56,335.90) to Heidelberg West is for the new offset press in the graphics department.

No. 32358 (14,036.68) to the Department of Revenue is a quarterly payment for sales taxes for out-of-state purchases of equipment and materials.

No. 32368 (\$6,839) to Washington Library Association is for TRL's institutional membership and TRL board memberships. TRL also pays for board memberships to the American Library Association and the Pacific Northwest Library Association.

No. 32403 (\$2,424) to Omnifax is for maintenance agreements on several telefax machines.

Nos. 32425 (\$332.50) and 32426 (\$1,004.40) are for yellow page and boldface white page listings in Grays Harbor and Lewis County regional directories and in the Olympia directory.

MOTION CARRIED UNANIMOUSLY.

- 91-03 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 32328 THROUGH NO. 32427 FOR JANUARY 1991 IN THE AMOUNT OF \$80,121.55; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4
91-04

JEAN DAVIES MOVED TO AUTHORIZE LON DICKERSON AND MICHAEL CROSE TO PREPARE AND DISTRIBUTE WARRANTS FOR MATERIALS PURCHASED IN JANUARY 1991, WITH APPROPRIATE REVIEW AND APPROVAL OF VOUCHERS BY THE TRL BOARD OF TRUSTEES AT ITS MEETING ON FEBRUARY 27, 1991; DORIS FOURRE SECONDED THE MOTION.

Mr. Crose said the business office cannot begin preparing materials vouchers until the WLN report is received which indicates which materials are purchased through which accounts. Since the WLN report was late this month and because of a computer malfunction, it was not possible to have these vouchers prepared for approval at this meeting. They total about \$35,000.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Human Resources Policy

A task force of board members Bill Lawrence, Jean Davies and Art Blauvelt has met with Bill Scherr several times. A Human Resources Policy was drafted as a result of those meetings and which was discussed by the board in a work session earlier this evening. Mr. Lawrence, Ms. Davies, Mr. Scherr, Mr. Crose, and TRL's attorney met last week and discussed what the board is attempting to do in terms of the ambience of the document and yet recognizing management's rights. Mr. Scherr will take the board's discussions from this evening's work session back to TRL's attorney. It may be necessary for the task force to meet again.

Ms. Dobbs said she understands the draft was presented to the Management Council for their input. She asked if the draft will be circulated more broadly to all employees. Mr. Scherr responded he didn't think it would be at this time. Ms. Dobbs suggested there may be some benefit to allow more staff accessibility to the draft document since it is a clean-up of the previous Personnel Policy. Mr. Dickerson said this is a board policy and it is at the board's discretion when it will be released. Ms. Davies commented that it is not ready to release yet. She said TRL's attorney is working on another draft and nothing should be distributed to staff until all board members are comfortable with the draft. She said it may not be ready for adoption by the board until the March meeting. Ms. Dobbs said she personally would like this to be an informed policy and suggested the next draft at least be distributed to the Management Council, with the possibility of wider distribution. Before the board adopts the policy, Ms. Thompson said she would appreciate it if she as president of the Staff Association or someone else designated from the staff has an opportunity to review the policy and give input.

B. Procedures for Long Range Plan revision

The Long Range Plan adopted in 1989 calls for biennial revisions beginning in 1991. Ms. Dobbs said this revision period will give the public an opportunity to evaluate the library district and give the board feedback about what is working well and what needs to be improved. Ms. Fourre said she was

- 6B not satisfied with the number of people who attended the public meetings prior to the adoption of the Long Range Plan. She hopes there will be an improvement in attendance during this revision period.

Ms. Dobbs appointed Art Blauvelt, Doris Fourre and Jeanne Church to a task force to work with the director to prepare a revised plan. A proposed time schedule set by the director is as follows: Local library boards and friends groups will be invited to submit by April 15, 1991, a written evaluation of TRL, along with suggestions for revisions in the Long Range Plan. Representatives of other local governmental units will be specifically invited to participate in these meetings. Five public hearings/work sessions will be held in various parts of the district, all beginning at 7:00 p.m., as follows: March 13, Aberdeen library; April 10, Ilwaco library; May 15, Olympia library; June 5, Shelton library; July 10, Centralia library. The task force will present a draft revision at the September 25 TRL board meeting and the board will solicit public input and comments on the draft revision at its October 23 meeting. A revised Long Range Plan will be adopted at the November 20 meeting.

C. Procedures for other Timberland policy revisions

Ms. Dobbs appointed Bill Lawrence, Jean Davies and Helen Timm to a task force to work with Mary Ann Shaffer on revision of TRL's operating policies. This process will involve a review of existing policies and policy changes; identification of topics which need policies; and drafting and review of policy statements.

D. 1991 Contract between Timberland Regional Library and the Timberland Regional Library Staff Association

Negotiations with the Staff Association on Health and Welfare/Retirement and Wages for 1991 have been completed. The package includes a 4.5% salary increase and a continuation of the same health and welfare/retirement benefits as in 1990, with the increase in premiums paid by TRL, effective January 1-December 31, 1991.

- 91-05 HELEN TIMM MOVED TO ACCEPT AND RATIFY THE AGREEMENT REACHED BETWEEN NEGOTIATORS FOR TIMBERLAND REGIONAL LIBRARY AND THE TIMBERLAND REGIONAL LIBRARY STAFF ASSOCIATION AS NEGOTIATED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. Board Retreat

Ms. Dobbs said the board usually holds two retreats or training sessions each year. The board was unable to agree to a date for a spring retreat at this time.

7 Reports

A. Library Director - Lon Dickerson

December 1990 revenues and expenditures

Mr. Crose referred to his written report. Excluding the beginning fund balance, or carry forward amount, 1990 revenues were only \$28,767 greater than 1989 revenues, which is quite insignificant in this large of a budget. Expenditures were underspent in repairs and maintenance, but otherwise were

7A close to budgeted amounts.

1990 circulation report

Since Mr. Dickerson had not had an opportunity to review this year-end report, he had no comments at this time.

Building updates

Mr. Crose reported the Amanda Park and Naselle projects will be advertised for bids in early February with bid openings in late March. The Montesano remodeling began last Monday and is expected to be completed by March 22. He is continuing negotiations for a joint project with the fire commissioners in Salkum although it does not look promising at this time. The meetings with the fire commissioners have been very cordial, but the property the parties are looking at acquiring is not available at an acceptable price. The Hoquiam project is expected to be completed by the end of March. Mr. Crose met with an architect this morning on the Service Center remodeling which will occur later this year. A representative from Puget Power will be doing an energy audit in the Service Center which could result in a grant from Puget Power.

WLA Legislative Day

WLA Legislative Day is scheduled on January 31 at the Westwater Inn.

ALA Midwinter Conference

Mr. Dickerson said he recently attended the ALA Midwinter Conference in Chicago. It was a smaller than usual conference and involves mostly committee work and exhibits. It is an opportunity to pick up valuable information.

Service Center restructuring and backlog

Mr. Dickerson said most of the Service Center staff have been meeting in a group called "Regroup and Grow" to examine the work flow and determine how a better job can be done to support the public service outlets. Field trips have been made to Tacoma Public Library to view their procedures. As vacancies occur at the Service Center, the positions are not being refilled so there will be greater flexibility in our options. There is a continuing backlog of new materials which we attempted to address last year. Mr. Crose and Mr. Scherr have been working more directly with the process. Mr. Dickerson will be meeting with the paraprofessionals who have prepared an exhaustive report and a list of recommendations. He expects to use this information in a major restructuring of the work flow and work assignments at the Service Center. The intent is to have a turnaround of 3 to 7 days in processing of materials.

Mr. Lawrence asked if the restructuring will involve a change in job descriptions and result in new jobs or will the restructuring fall within the existing salaries and job descriptions. Mr. Crose said he does not believe it will be possible to restructure the work flow and work assignments without writing new job descriptions. He thinks there are too many job descriptions in the Service Center which are too specific and do not enable staff to move from one function to another. The job descriptions will be written internally and point factored by the point factoring committee.

Ms. Thompson was asked to respond to the restructuring plan. She said she

- 7A has not had enough discussion or received anything in writing in order to make any response at this time. Her initial reaction is that there be no loss of jobs or that the point factoring of new positions will not result in staff receiving less salary than they are currently receiving. She said staff are just as distressed as patrons are of the backlog in new materials. Mr. Crose said the plan he has seen in its initial stages does not call for a reduction of staff and in fact would require an increase in staff. Since he has not had an opportunity to discuss the report with the Director, he does not feel it appropriate to comment on this report any further at this time. Mr. Scherr added he hopes a program will be implemented in March.

Wahkiakum County

Ms. Davies said she and Mr. Dickerson and Mike Wessells attended a meeting at the Grays River Grange last evening to discuss library service in Wahkiakum County. They were there to provide information only. About 65 people attended the meeting, including county commissioners and several other elected officials. Many Wahkiakum County residents are interested in having library service and access to the Naselle library. There are already several county residents who purchase non-resident cards and use TRL. Several options were discussed, including a vote by the residents of the county to become part of TRL. There is a city operated library in Cathlamet which residents of the county can use, but travel between the western and eastern part of the county is difficult. Mr. Dickerson said there are only about 7,500 residents in the county. He said it is refreshing to see how determined they are to get library service for themselves and their children.

Focus on Centralia, Chehalis, Oakville, Salkum and Winlock Libraries

Ms. Jones-Litteer said patrons are particularly pleased with the automation system and appreciative of dial-up access. There is some interest in the possibility of a new Chehalis library, but not in the near future. As she mentioned previously, the city is looking at the possibility of putting in an elevator for better accessibility. She notices that many patrons use both the Chehalis and Centralia libraries. There is considerable use of the EJIC. Mr. Dickerson commented that staff have been actively looking at the roles of the Chehalis and Centralia libraries and determined that the EJIC currently housed in Chehalis will be eventually transferred to Centralia since it is more of a reference service. He added that the EJIC in Montesano will be transferred to the Aberdeen library, which is also a reference center.

In Ms. Kersley's absence, Mr. Dickerson reported that she has been involved in many community activities and exposed the library to the community, which is evident in the two checks received earlier this evening. Ms. Jones-Litteer announced that Ms. Kersley was honored recently by the Twin Cities Chamber of Commerce as 1990 Volunteer of the Year.

Ms. Waller said the main focus of interest in the Salkum community is a new library. There are constantly new registrations from active library users who are surprised and pleased to find a library in a small community like Salkum. Mr. Dickerson noted the 14% increase in Salkum's 1990 circulation over 1989. Mr. Hooper of the Salkum Friends said he tries to make the library a focal point for various groups in the area. The only resistance he hears is from strong supporters of the cemetery districts who feel they are not getting their fair share of property taxes. He said more people are moving into the Salkum area because of its rural flavor. He feels TRL is on the right track with its Long Range Plan. He personally uses the library

- 7A constantly and he knows a new library will be a good addition to the community. Ms. Johnson added that Mr. Hooper will be a delegate to the Governor's Conference on Libraries in Spokane.

Ms. Schieck said she thinks there have been improvements in Oakville and they are trying to increase that library's circulation. Mr. Deatherage added the Friends and Oakville staff are working on some programs to address specific areas, including senior citizens. In a small town like Oakville, they find themselves in the position of constantly having to reeducate a changing city council about the importance of the library. Oakville, too, would like a new library and the Friends have a building fund. Ms. Johnson said the Oakville library has hosted a successful series of educational programs on the Chehalis River Valley.

TRL Board meetings

Mr. Dickerson said the TRL Board has scheduled seven of its meetings in various parts of the district in 1991. He will be including in his director's memo a proposed meeting schedule through 1994 which will allow board members to meet in all of TRL's libraries.

On behalf of the board, Ms. Dobbs expressed appreciation for the opportunity to meet in Chehalis.

8 Other Agenda Items

A. Persian Gulf Conflict

Mr. Blauvelt said the conflict in the Persian Gulf is having an effect on several of TRL's employees and their families.

- 91-06 ART BLAUVELT MOVED THAT THE TIMBERLAND BOARD ADOPT THE FOLLOWING RESOLUTION: THE TIMBERLAND REGIONAL LIBRARY BOARD EXTENDS ITS SUPPORT TO ALL OF OUR SERVICEMEN AND SERVICEWOMEN INVOLVED IN DESERT STORM AND TO THEIR FAMILIES. WE PARTICULARLY WANT TO EXTEND OUR BEST WISHES TO TIMBERLAND EMPLOYEES FOR THE SPEEDY AND SAFE RETURN OF THEIR LOVED ONES STATIONED IN THE MIDDLE EAST. WE ASK THAT ALL COMMUNITY LIBRARIANS BE DIRECTED TO FIND OUT WHO OF THEIR EMPLOYEES HAVE LOVED ONES IN THE MIDDLE EAST AND TO DIRECTLY COMMUNICATE THIS SUPPORT TO THOSE TIMBERLAND LIBRARY EMPLOYEES. BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

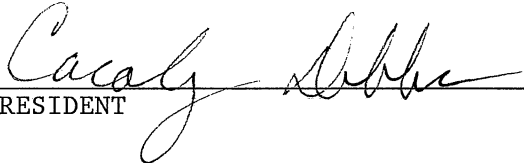
Ms. Thompson spoke of several staff who have family members who have not yet gone to the Middle East who are at training bases or are on call-up. She suggested the board may wish to broaden its resolution to make sure it covers all of those people, too.

ART BLAUVELT AMENDED HIS MOTION TO EXTEND THE BOARD'S SUPPORT AND BEST WISHES TO ALL TIMBERLAND EMPLOYEES WHO HAVE LOVED ONES WHO ARE IN ANY WAY INVOLVED IN OPERATION DESERT STORM, WHETHER PRESENTLY OR IN THE FUTURE. BILL LAWRENCE SECONDED THE AMENDMENT. AMENDMENT TO THE MOTION CARRIED UNANIMOUSLY.

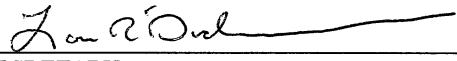
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BILL LAWRENCE MOVED ON THE AMENDED MOTION AS FOLLOWS: THE TIMBERLAND REGIONAL LIBRARY BOARD EXTENDS ITS SUPPORT TO ALL TIMBERLAND EMPLOYEES WHO HAVE LOVED ONES WHO ARE IN ANY WAY INVOLVED IN OPERATION DESERT STORM. WE PARTICULARLY WANT TO EXTEND OUR BEST WISHES TO TIMBERLAND EMPLOYEES FOR THE SPEEDY AND SAFE RETURN OF THEIR LOVED ONES. WE ASK THAT ALL COMMUNITY LIBRARIANS BE DIRECTED TO FIND OUT WHO OF THEIR EMPLOYEES HAVE LOVED ONES WHO ARE OR MAY IN THE FUTURE BE INVOLVED IN OPERATION DESERT STORM AND TO DIRECTLY COMMUNICATE THIS SUPPORT TO THOSE TIMBERLAND LIBRARY EMPLOYEES. HELEN TIMM SECONDED THE MOTION. AMENDED MOTION CARRIED UNANIMOUSLY.

There was no further business and the meeting adjourned at 10:20 p.m.



PRESIDENT



SECRETARY