

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

February 27, 1991

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Lacey Library Surplus Items

- 2 - Mends shelving units
- 2 - Study carrells
- 2 - Holding shelf units
- 2 - Metal shelving units
- 1 - Newspaper display unit

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M I N U T E S

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Liane Bascou	Dianne Loomis
Norma Cline	Bill Scherr
Lon Dickerson	Karin Schumaker
Andrea Jungkuntz	Mary Ann Shaffer
Sandra Kersley	Rosanne Thompson

GUESTS PRESENT:

Helen Hepp, Montesano Library Board
Dick Wilder, Montesano Library Board
Priscilla Wilder, Montesano

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

AGENDA ITEM
NO.

1 Introductions

Ms. Kersley introduced Andrea Jungkuntz, Centralia's Reference Librarian. Ms. Jungkuntz received her MLS from North Texas State and has several years of library experience.

2 Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented for Janet Strong and Gerald Spraggins, McCleary Library Board; and Helen Southard and Carl Snyder, Montesano Library Board. Ms. Dobbs expressed appreciation for the services local library board members give to their communities and to the library district.

B. Letters

Mr. Lawrence said he received a communication from Dean Hooper of Salkum regarding TRL's Long Range Plan. Ms. Dobbs said Mr. Hooper is a representative to the Governor's Conference on Libraries in Spokane. She has asked him to report to the TRL Board on the conference and said he could also talk about his ideas on the Long Range Plan. She requested the March board meeting agenda include reports from all representatives to the Governor's Conference who are from the TRL area.

3 Approval of Minutes

91-07 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 23, 1991, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for January 1991 amounted to \$308,709.10.

91-08 BILL LAWRENCE MOVED TO APPROVE MATERIALS VOUCHERS NO. 32428 THROUGH NO. 32466 FOR JANUARY 1991 IN THE AMOUNT OF \$33,251.71; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

91-09 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 32469 THROUGH NO. 32650 FOR FEBRUARY 1991 IN THE AMOUNT OF \$160,777.69; HELEN TIMM SECONDED THE MOTION.

Mr. Dickerson reviewed the following vouchers:

No. 32513 (\$2,059.95) to Dis-Telecommunication Services is the quarterly bill for the SCAN telephone service.

Nos. 32488 (\$30.00) to Joel Myer, 32489 (\$269.75) to Icon Media, and 32521 (\$2,363.52) to Sound Art Productions are for production of a video explaining TRL for the public and staff orientation. The board will have an opportunity to view this video at its March meeting.

No. 32565 (\$518.00) to the American Library Association is for the TRL trustees dues.

No. 32608 (\$1,590.16) to Conrex Inc., an architectural firm which reviewed the Naselle plans to make sure we were on the right track in the construction plans and pricing.

No. 32481 (\$26.44) to Tags Trophies is for rubber stamps used in processing.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Board Retreat

Ms. Dobbs requested this item be discussed at the end of the agenda.

6 New Business

A. Thurston Community Television Facilities Use Agreement

A Facilities Use Agreement has been proposed between Thurston Community Television and TRL wherein TCTV would locate a video facility in the Lacey library. TCTV would operate, maintain and administer the public access facility.

Mr. Dickerson said he has reviewed the draft of the agreement and has discovered that only people from Thurston County would be able to use the equipment, and the people would have to pay a fee of \$15 to \$50 to become members of TCTV. These restrictions could present problems for TRL since all TRL residents have full access to library services. The building was constructed in part with funds from TRL and from the federal government

- 6A earmarked for library users. Mr. Dickerson does not support the draft agreement and he is working with the TCTV administrator to see if the restrictions can be dropped.

Mr. Lawrence said we need to be careful of these business relationships to make sure TRL is not endorsing any organization. He urged these kinds of agreements be reviewed by legal counsel to make sure TRL is not getting close to that line of endorsement. Concerns expressed by board members included the possibility of TRL staff having to provide some assistance if TCTV volunteers are not available; that the entire district would not have access to the facility; that a fee would be charged. Ms. Davies said she is concerned because it is so different from anything TRL has ever done. She is surprised this is the first the board has heard about it. Mr. Blauvelt said it may be reasonable for the public to have to pay a fee to become certified to use the equipment, but he does not like the idea of a yearly membership fee. He would like to know more about TCTV.

Mr. Dickerson said TRL's staff assistance would be negligible. The City of Lacey included this space in the initial building design. No one contemplated these kinds of problems until TRL received the proposed contract. He understands TCTV was looking for an access point in the eastern part of Thurston County and the City of Lacey was anxious to have that access point in the Lacey library. This is something TRL can also utilize, such as filming story programs which could be broadcast on TV, so it would benefit TRL. Ms. Dobbs said the fact that this service would only be available to Thurston County residents may not be negotiable. She said the argument could be made that a fee be charged because it is a unique service in the sense people would have to be certified to use the equipment. She can understand the logic of that considering the high maintenance costs. Mr. Lawrence suggested this matter be deferred until the board has more information.

B. Surplus Property

A number of items from the Lacey library will not be moved to the new building, nor would the items be useful at other TRL locations. These items can be included in the City of Lacey's surplus sale, but the proceeds will go to TRL.

- 91-10 HELEN TIMM MOVED TO DECLARE SURPLUS ALL OF THE ITEMS INCLUDED ON THE FEBRUARY 27, 1991, LISTING OF SURPLUS PROPERTY FROM THE LACEY LIBRARY, AND THAT A COPY OF THE LISTING BE ATTACHED TO THE ORIGINAL COPY OF THE BOARD MINUTES; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. New Materials Backlog

Mr. Lawrence commended the team who worked on the RAG project and for the well prepared report. He said we need to recognize staff input in these special assignments. He requested certificates of appreciation be designed and presented to the RAG team members acknowledging their hard work and pulling together a good report. Mr. Dickerson introduced two of the service center department heads, Karin Schumaker and Norma Cline. The other department head, Kitty Kozisek, was unable to attend tonight's meeting. He also introduced Dianne Loomis who was involved in the RAG group meetings.

Mr. Lawrence said his questions after reading the report are as follows: How much time will be saved under the proposed schemes over what exists at this

6C time? Considering the motion before the board, are we investing in something that will have an improved degree of efficiency? Are staff working fulltime on this process or do they have other assignments which would take away from this particular task? He said the backlog which has accumulated suggests that staff would need to work on a swing shift arrangement.

This afternoon Mr. Dickerson counted 736 shelves of books waiting to be processed in some form, which represents about 25,000 books. He did not count the AV materials backlog. As a comparison, the Montesano library has a collection of about 20,000 books. The meeting was recessed at 8:15 p.m. to give board members an opportunity to look at the backlog. The meeting reconvened at 8:35 p.m.

Staff are still in the process of reviewing the RAG report, brainstorming on streamlining operations, and what the impact will be if certain practices are discontinued. Mr. Dickerson's intent is to clear up the backlog with temporary staff. Streamlining operations would include trying different approaches for their effectiveness.

Mr. Dickerson said the board authorized \$50,000 last year to get caught up with processing the backlog, but streamlining operations did not take place at the same time as anticipated. The \$50,000 was used up in September 1990 and took care of the 1989 backlog. The RAG group began its work in August 1990. Mr. Dickerson expects the result of streamlining will be a turnaround of 3 to 7 days on processing new materials. The current backlog, which is a majority of the books purchased in 1990, needs to be taken care of at the same time as the streamlining is taking place. If the board authorizes him to take care of the backlog, Mr. Dickerson would provide monthly reports on the progress. He estimates it will cost at least \$100,000 which would come from the approximately \$1 million unbudgeted timber taxes.

Ms. Timm said the board members are stewards of taxpayers' money and she is uncomfortable with using funds in this way. Ms. Davies asked why the board was not advised sooner of the backlog problems. Mr. Dickerson responded that progress was being made, but not as quickly as he anticipated. Ms. Fourre said she thinks this is a direct result of increasing the materials budget without increasing staffing levels. Mr. Dickerson said administration has known that staffing would probably need to be increased in technical services. The intent was that the RAG group would work out new procedures before having to request funds from the board for temporary staff. However, new procedures are not yet in place, and there is a need to get the backlog taken care of immediately. Ms. Timm asked if it was known this money would be needed this year when the task force was working on the budget. Ms. Fourre said Mr. Crose did advise the task force that more staff would be needed, but he could not be more specific on how many or how much it would cost.

Mr. Lawrence said the board has established a policy that unanticipated timber revenue would be used for capital improvements. Ms. Fourre said the backlog problem cannot be ignored. Ms. Dobbs said in a way the backlog is connected to capital outlay of materials which could provide a rationale for using timber money. She said the more critical problem is, with a higher materials budget, to make sure once the backlog is cleared up that it does not occur again. She thinks there was a breakdown in communications with the board as to the magnitude of the backlog problem. This discussion is a good way to rebuild that communication.

6C
91-11

BILL LAWRENCE MOVED TO AUTHORIZE THE HIRING OF TEMPORARY STAFF TO CATALOG AND PROCESS THE MATERIALS BACKLOG AT THE SERVICE CENTER, TO AUTHORIZE THE USE OF 1990 UNBUDGETED TIMBER TAX RECEIPTS AS NECESSARY FOR THIS PROJECT, AND TO REQUEST MONTHLY PROGRESS REPORTS TO THE BOARD; THAT EACH INCREMENT OF EXPENSES BE ANTICIPATED AND INCORPORATED INTO MONTHLY PROGRESS REPORTS FOR THE BENEFIT OF THE BOARD TO KEEP TRACK OF THIS PROJECT. DORIS FOURRE SECONDED THE MOTION.

Ms. Timm said she is still not feeling comfortable with this since no dollars are attached to this authorization. She thinks there may be other ways of handling this problem that would be a more permanent solution without just throwing money at it. She does not want to see the district in this position every year. Ms. Davies asked if there are positions in the district which could be reassigned to help with the workload at the service center, and if there are duties which service center staff have which can wait until the backlog is taken care of. Mr. Dickerson said Olympia and Centralia staff are already helping with materials coming off rotation. Also, volunteers are being considered to work on different aspects of the problem. Mr. Dickerson said part of the staffing problem is his reluctance to hire staff on a permanent basis and continue with inefficient procedures at the service center. Staffing has been frozen at the service center since last July waiting for recommendations and new procedures to be in place.

Mr. Lawrence said he thinks the condition placed on the motion to include expenses in the monthly reports will take care of the board's concerns. Ms. Fourre said she thinks this whole process will prove to them what needs to be done, including adding more staff in the technical services section. She said additional staffing should have been considered when the materials budget was increased because she thinks staff are already working at their full capacity. Mr. Blauvelt said the major concern is getting these materials out to the public. If that requires hiring temporary employees which would allow the permanent employees time to work on streamlining the procedures, he said the board needs to give its authorization so this can happen.

BILL LAWRENCE, DORIS FOURRE, JEAN DAVIES, JEANNE CHURCH, ART BLAUVELT, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION. HELEN TIMM VOTED AGAINST THE MOTION. MOTION CARRIED.

D. April 30 board meeting

The TRL Board has received an invitation to hold its April 30 meeting at the Montesano library. Ms. Dobbs reminded board members that the April 30 meeting is on a Tuesday. The board has also been invited to meet for dinner with the Montesano board prior to the meeting. Ms. Hepp commented the remodeling of the Montesano library will be completed by that time.

91-12

ART BLAUVELT MOVED TO CHANGE THE PLACE OF THE APRIL 30 MEETING FROM THE SERVICE CENTER TO THE MONTESANO LIBRARY; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Library Director - Lon Dickerson

Mr. Dickerson reported the IRS has changed the mileage lid to 27.5 cents. TRL's mileage reimbursement will increase to that amount effective March 1, 1991.

Ms. Dobbs dispensed with the remainder of the agenda. She requested board members check their calendars for available dates for a board retreat.

Ms. Dobbs recessed the meeting at 9:15 p.m. to go into Executive Session. The purpose of the Executive Session was to review the proposed Human Resources Policy with legal counsel. The meeting reconvened at 10:40 p.m.

91-13 ART BLAUVELT MOVED FOR ADJOURNMENT AT 10:40 P.M.; JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.



President



Secretary