

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Lacey Timberland Library
500 College St. SE, Lacey, WA 98503

March 27, 1991

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March 27, 1991

M I N U T E S

BOARD MEMBERS PRESENT:

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

Doris Fourre, Thurston County
Bill Lawrence, Lewis County

BOARD MEMBERS EXCUSED:

Carolyn Dobbs, President, Member-at-Large

Helen Timm, Mason County

STAFF PRESENT:

Liane Bascou
Claire Christiansen
Norma Cline
Mike Crose
Lon Dickerson
Margo Eyttinge
Michael Gallagher
Diane Johnson
Tom Joselyn

Tammy Losey
Kitty Schiltz
Karin Schumaker
Mary Ann Shaffer
Betty Sholund
Bob Stalder
Rosanne Thompson
Edmunda Waller
Jay Windisch
Barbara Winfree

GUESTS PRESENT:

Dean Hooper, Salkum Friends
John S. Inverso, Lacey Library Board
Chris Leicht, TCTV
Pat Leslie, Montesano Library Board
Kay Lillard, Tumwater
Bernie Main, City of Lacey

Deborah Norwood, State Law Librarian
Dorothy O'Loughlin, TRL Outreach Volunteer
Winnifred Olsen, Olympia Library Board
Amory Peck, Tumwater Library Board
Deborah Vinsel, TCTV
Dick Wilder, Montesano Library Board

Vice-President Jean Davies called the meeting to order at 6:30 p.m. The board met in a work session until 7:30 p.m. to discuss the Consortium for Automated Library Services (CALS). After a recess, the regular meeting convened at 7:45 p.m.

AGENDA ITEM

NO.

1 Introductions

Mr. Joselyn recognized Bernie Main, Director of Public Affairs for the City of Lacey, for her efforts in getting a new library built in Lacey. He introduced Lacey library staff Betty Sholund and Bob Stalder. Mr. Stalder introduced new staff member in the children's department, Michael Gallagher.

2 Public Comments

A. Certificates of Appreciation

Ms. Davies presented a Certificate of Appreciation for Daniel Shea for his service on the Lacey Library Board. She also presented a Certificate of Appreciation to Diane Johnson, Community Information Coordinator, who is leaving TRL to take a position at the University of Missouri. Ms. Johnson commented that TRL is one of the most exciting library systems she has ever worked for. She is looking forward to her new position and to the challenge of teaching.

B. Letters

A letter was acknowledged from Lyn Sharp, Oakville, regarding her concerns about keeping the Oakville library open and the importance of the library to the community.

3 Approval of Minutes

91-14 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 27, 1991, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for February 1991 amounted to \$321,277.95.

91-15 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 32651 THROUGH NO. 32845 FOR MARCH 1991 IN THE AMOUNT OF \$442,631.43; ART BLAUVELT SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers:

No. 32659 (\$17,445.69) to General Building Corp. is for laminating plastic for processing of library materials.

No. 32715 (\$7,264.43) to Eads Transfer is for moving materials and equipment from the old Lacey library to the new Lacey library.

No. 32742 (\$5,270.92) to Computerland is for printers.

No. 32753 (\$5,747.83) to Buffalo Sign Co. is for interior signage for the Lacey library.

No. 32764 (\$2,251.33) to Wire Systems is for data equipment wiring in the Lacey library.

No. 32786 (\$200,000) to the City of Lacey is TRL's grant for construction of the Lacey library.

MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Thurston Community Television Facilities Use Agreement

A Facilities Use Agreement is being developed between TCTV and TRL wherein TCTV would locate and operate a video facility in the Lacey library. This topic was discussed at the board's February 27 meeting. The TRL board expressed concerns at that meeting that the facility would only be

- 5A accessible to Thurston County residents and that a fee is involved.

Ms. Vinsel the TCTV board has not had an opportunity to thoroughly discuss the agreement. Ms. Johnson said she and others met with the TCTV board last Thursday and that board has several issues of concern which have been directed to TCTV's local government committee for its recommendations.

Ms. Vinsel commented TCTV is experiencing some growing pains and is in a transition period. Some of the requirements in this partnership would necessitate changes in some of TCTV's policies or current structure. The TCTV board is uncomfortable with making changes too quickly. This project has no deadline and everyone needs to be comfortable with the agreement. Ms. Vinsel said relationships between public access organizations and public libraries are not unusual. Both have the same goal to disseminate information to the community. She explained that under TCTV's current structure, there is a membership fee and members receive training on use of the equipment. TCTV is open to anyone who lives or works in Thurston County because it is funded exclusively by Thurston County jurisdictions. TCTV would operate the facility and carry all the necessary insurance. TRL staff would only be involved in verifying membership and checking out equipment if there is no one available from TCTV to handle these tasks.

On behalf of the City of Lacey, Ms. Main said she hopes the agreement will be worked out to everyone's satisfaction. She said the Lacey library seems like an ideal location for this facility. She expressed appreciation for everyone's efforts. Mr. Leicht added one of TCTV's goals is to make more people aware of TCTV and he thinks this is a positive step toward that direction. Ms. Johnson commented that access to electronic production is another kind of information tool which fits in with literacy needs. Several acknowledged Ms. Johnson's efforts in putting together the background information on this project.

6 New Business

- A. Contract for legal services

91-16 BILL LAWRENCE MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON OF HANSON & DIONNE FOR LABOR RELATIONS SERVICES PLUS GENERAL LEGAL SERVICES EFFECTIVE APRIL 1, 1991, THROUGH MARCH 31, 1992; JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- B. Board Retreat

Ms. Bascou was requested to work with board members to establish a date for a board retreat.

7 Reports

- A. Library Director - Lon Dickerson

January & February 1991 Revenues and Expenditures

Mr. Dickerson said the board will receive within the next several weeks copies of the January and February 1991 revenue and expenditures reports.

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1990 Circulation

Mr. Dickerson said 19 of the libraries established new all time highs in circulation in 1990 including Aberdeen, Centralia, Elma, Hoodsport, Ilwaco, Lacey, Mountain View, Naselle, North Mason, Ocean Park, Olympia, Packwood, Salkum, Shelton, Tenino, Tumwater, Westport, Winlock and Yelm. The long range plan calls for not only an increase in the amount of materials checked out, but also an increase to 10 items checked out per capita over a five year period. In 1988, circulation was at 7.2 items per capita; in 1990, that went up to 8 items per capita, which is an 11% increase. Per capita usage in 1990 by county is 11.3 in Pacific County, 9.0 in Mason County, 7.7 in Grays Harbor County, 7.6 in Thurston County, and 7.3 in Lewis County.

Building Updates

Ms. Shaffer said there have been several major problems with the Hoquiam building which are being resolved. That library will be closed in mid April and reopened in the newly refurbished building on May 4. Mr. Blauvelt added that he took a tour of the building last week. He said it will be a beautiful facility and an incredible improvement over the previous building.

Mr. Crose said the Montesano remodeling project is expected to be completed by the end of this week and the library will be reopened late next week or early the following week.

The bidding cycle for the Amanda Park and Naselle facilities has been completed. There were only two bidders on the Naselle building. Mr. Crose followed up on the other 13 prospective bidders and determined they could not bid on the project because of the bid bond requirement or the project was economically too small. The two companies who did bid are being asked to resubmit financial proposals next week and TRL will select one of them for the project. The apparent low bidder on the Amanda Park project is being interviewed and references are being checked. Mr. Crose expects groundbreaking for Amanda Park in about three weeks with completion in late July or early August. Both the Naselle and Amanda Park projects will cost more than budgeted but TRL does have the funds available. Mr. Lawrence expressed his interest in attracting indian artwork for the Amanda Park library and in having a puppet show performance on Northwest Indians during the library's opening.

Mr. Crose will be going to Salkum tomorrow to work out the details of acquiring property for a new library there. He expects to provide some alternatives on ideas of how to approach the design of that building within the next month.

The Service Center remodeling is being delayed until all work routines and staffing levels are determined.

Lacey Library Opening

Ms. Fourre commented on the Lacey library opening on March 23. She called attention to the quilt displayed in the meeting room which was made by students at the Mountain View Elementary school and donated to the library in addition to \$750 the school raised for the library. Ms. Main said TCTV filmed the opening ceremonies and eventually the video will be available

- 7A for checkout. She estimated 1,000 people attended the opening. Mr. Joselyn said staff would not have been able to handle all the work on the first day without the help of volunteers. He said 3,400 books were checked out and 89 new patrons were registered. Ms. Johnson commented on the extraordinary efforts of staff, volunteers and city employees in getting the building ready for opening. Mr. Dickerson added the Lacey staff is doing a good job of coping with the tremendous increase in patrons.

Service Center Backlog Progress Report

Mr. Crose referred to his memo of last Friday indicating the course of action that will be taken to reach the goal of processing 1,500 items per day. He intends to report to the board each month the number of items processed, what still remains in backlog and the dollars being spent on the project. He expects the project to take 26 to 40 weeks. Several temporary staff have already been hired for the project and more will be hired.

Mr. Dickerson referred to the organization chart, which sets out the staffing changes, and to a new position description for Technical Services Coordinator. He explained the changes, which includes hiring a Technical Services Coordinator and a new position in computer services. The Assistant Director, Public Services, will take over supervision of Collection Development, and the Assistant Director, Management Services, will take over supervision of the district's data communications systems. Mr. Lawrence expressed his concern with the additional duties being placed on Mr. Crose since he already has so many financial responsibilities. Ms. Davies said she has concerns about changing the structure of the library. She would like further discussion on this so she better understands why and how these decisions are made. Mr. Lawrence suggested this as a topic for the board retreat. Mr. Crose responded that the new organization chart addresses continuity of functions within the service center. When this was proposed to him, he agreed to try it and thinks it is a workable structure.

B. Board

Ms. Davies said TRL is involved in revising its Long Range Plan. Five public hearings/work sessions have been scheduled throughout the district for this purpose. The first one was held in Aberdeen on March 13. About 35 people were in attendance. Although most people seem to be pleased with the system, there are some areas where they would like to see improvement. Most concerns centered on rotations, hours of opening, service to young adults, number of books on the shelves, and TRL's weeding procedures. Ms. Davies said after all five meetings have been held, we will coalesce all the information for revision of the Long Range Plan. The next meetings are scheduled on April 10 at Ilwaco, May 15 at Olympia, June 5 at Shelton, and July 10 at Centralia, all beginning at 7:00 p.m. The board urged the public's attendance at these meetings or to give input in writing.

C. Delegates to the Governor's Conference on Library and Information Services

Fourteen people from the TRL area were delegates to the Governor's Conference on Library and Information Services in Spokane. Three of them

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were elected to represent Washington State at the White House Conference--Tobi Buckman, Aberdeen; Jennifer Caldwell, Yelm; and Amory Peck, Olympia. George Barner, Jr., Olympia, is an alternate.

Ms. Peck said she had an opportunity to address the delegates at the conference in which she talked about images of links and connections. Several months prior to this conference people from all over the state shared their concerns and dreams in a series of focus groups. The 100 delegates in Spokane were connected by shared concerns, convictions and passion about libraries. There were disagreements, they lobbied and advocated for their own particular interests, but they wove together a message to be carried to the White House Conference. Speakers at the conference included Governor Gardner, Deputy State Librarian David Remington, and State Librarian Nancy Zussy. Ms. Peck said she was impressed with the solidarity of commitment and with the nature of the differences. The challenges of small, independent libraries are connected to the resources of a regional library system. We need to be mindful of the critical needs of those without convenient access to any library, especially children. There is a need for those involved in public libraries to stay alert to the needs of all libraries--academic, medical, government, industrial. Ms. Peck said her personal need now is to listen carefully, thoughtfully and open mindedly since she has the opportunity to carry concerns to the national conference in July.

Ms. Main found the experience interesting because of the dedication of so many people to libraries. All of the delegates were requested to visit at least three libraries prior to the state conference. She visited the Rainier school, the Nisqually Indian Tribe library, and St. Martin's College. At the conference itself, the delegates were given a choice of subjects to discuss, ranging from technical aspects of library services to kinds of media and information distributed. Ms. Main chose cultural diversity because the City of Lacey is very culturally diverse. She hopes this topic will be highlighted in the Lacey library.

Mr. Hooper said he read the materials he received as a delegate and concentrated on the word "linkage." He is concerned that money for libraries at the federal level is being cut back and money for TRL is getting scarcer. He visited several types of libraries and found that it is important to find innovative ways to link all kinds of libraries together so there is not so much duplication of materials. Mr. Hooper has written up a program which he hopes will link together Mossyrock, Onalaska and Morton schools in vocational programs and tie together as much of their technical purchasing as possible. He is bothered by the fact that of the 49 issues identified at the last state conference, only one was acted upon. This leads him to believe we must not wait for action at the federal level, but to decide what TRL and any other libraries can do to link themselves together. He noted two things which Mr. Remington pointed out--that we are failing children, and that schools and libraries are not visible enough in the eyes of legislators. He hopes TRL will explore ways where more linkage can be done. Mr. Lawrence requested that Mr. Hooper provide TRL with a copy of the linkage program he has written.

Ms. Lilland attended the conference as a member of the general public. She shares some of the same concerns as Mr. Hooper. The conference had a great deal of effect on her personally. She grew up in a town without a public library. While at the conference, she had a vision of how her life might have been if she had used the resources of a public library when she

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was a child. She wants children to have the benefits of a public library, as well as adults. Therefore, she made some commitments while at the conference. She now takes her grandson to the library every Wednesday. She wants Tumwater, where she lives, to have a new library facility. Prior to the conference, she interviewed people from the general public and came to the conclusion that the library facility itself is very important to the library patrons. It brings people into the library. She is thrilled that libraries offer non-book items because these items are a path to information and to participating in a democracy which is what libraries are all about.

Ms. Norwood said she represented special libraries at the conference. She said TRL is one of the biggest ILL borrowers of the law library. She met in a focus group with other librarians. Their concern is to provide legal information and access to public patrons. She is slightly appalled that there are not basic research materials in some of the public libraries because the law libraries cannot serve those basic research needs. County law libraries are in dire financial straits.

Ms. Johnson said she worked as a volunteer at the conference and saw how hard the delegates worked. The issues identified at this conference will be used in planning library development in the state. There are a lot of people involved at the state level in library development.

Ms. Davies thanked the delegates for their work at the conference and for sharing their comments with the TRL board.

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Other Agenda Items

A. Miscellaneous Announcements

Ms. Davies reminded everyone of the WLA Conference in Spokane on April 24-27.

Ms. Peck announced the program for Friends on Saturday, April 6, at the TRL Service Center.

Ms. Hooper announced that TRL will have an entry in the tulip festival in Mossyrock April 20 and 21.

There was no further business and the meeting adjourned at 9:55 p.m. Following adjournment the board toured the new Lacey library.

PRESIDENT



SECRETARY

