

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
W. H. Abel Memorial Library  
125 Main St. So., Montesano, WA 98563

April 30, 1991

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M I N U T E S

BOARD MEMBERS PRESENT: Carolyn Dobbs, President; Arthur A. Blauvelt; Jeanne Church; Jean Davies; Doris Fourre; William H. Lawrence

BOARD MEMBER EXCUSED: Helen Timm

STAFF PRESENT: Liane Bascou; Mike Crose; Lon Dickerson; Barbara Durney, Margo Eyttinge; Jerri Ferrier; Valerie Jester; Corene Jones-Litteer; Christine Livingston; Dianne Loomis; Chris Peck; Bill Scherr; Mary Ann Shaffer

GUESTS PRESENT: Suzette Birdsell, Montesano Board; Sandy Dahlstrom, Hoquiam Board; Jack Frost, Montesano Mayor; Margaret Frost, Montesano; Anna Harbell, Montesano Council; Helen Hepp, Montesano Board; Marjorie Kaufman, Montesano Board; Faye McCracken, Montesano Friends; Esther Rozen, Montesano Friends; Helen Southard, Montesano; Robert Street, Aberdeen Board; Ben Tansey, Montesano; John N. Tennefoss, Montesano Council; Marjorie Waller, Hoquiam Board; Pat Warren, Aberdeen Board

The meeting was called to order at 7:50 p.m.

AGENDA ITEM

NO.

1 Introductions

Ms. Dobbs recognized Montesano Mayor Frost who complimented the TRL board and staff for the Montesano library innovation. He introduced Montesano City Council members, John Tennefoss and Anna Harbell.

2 Public Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented for Doris Sherburne, Tumwater Library Board.

B. Correspondence

Ms. Dobbs said TRL has received a large number of responses with regard to the Long Range Plan revision. She also acknowledged the Aberdeen library's 1990 annual report which she received from Chris Peck.

3 Approval of Minutes

91-17 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MARCH 27, 1991, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll-related vouchers for March 1991 amounted to \$318,759.10.

4  
91-18

JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 32846 THROUGH NO. 33964 FOR APRIL 1991 IN THE AMOUNT OF \$369,615.02; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Thurston Community Television Facilities Use Agreement

TRL and TCTV have continued to work on developing an agreement for operating a video facility in the Lacey Timberland Library. However, the TCTV board of directors has determined TCTV cannot pursue the partnership at this time. TCTV is unable to accommodate TRL's requirements that service be offered to all TRL residents rather than just to Thurston County residents and no mandatory membership fee be charged. TCTV is in the process of restructuring and will continue to study the proposal.

B. Lewis County Genealogical Society

There was considerable discussion at the TRL board's February meeting in Chehalis about the Lewis County Genealogical Society's concerns. Mr. Lawrence indicated the society is waiting for a response from TRL. Mr. Blauvelt and Ms. Church, who are the TRL board liaisons in this matter, and Mr. Dickerson will schedule a meeting to discuss this subject.

6 New Business

There was no new business.

7 Reports

A. Library Director - Lon Dickerson

January, February, and March 1991 Revenues and Expenditures

Mr. Crose referred to his written revenues and expenditures reports for January, February, and March 1991. Revenues have been higher than anticipated, particularly in forest tax receipts. Expenditures are on track, even in the personal services area where we have the additional temporary staff working at the service center on the backlog of library materials. Funds from forest taxes will eventually be transferred into the personal services budget for the temporary staff. Expenditures to date, beginning March 18, 1991, for the backlog project are about \$15,000.

January-March 1991 Circulation

Mr. Dickerson said we were unable to complete a compilation by media type of January-March 1991 circulation statistics. The circulation report for March 1991 indicates several libraries are down in circulation. Lacey and Montesano were partially closed during the month for renovation in Montesano and for the move to the new Lacey library.

Building Updates

Mr. Crose said a contract for construction of the Amanda Park library was signed last week. Groundbreaking for that facility will be on May 2. The building is expected to be completed in mid August 1991.

- 7A This morning a contract was signed for construction of the Naselle library. Groundbreaking for that facility is expected to take place next week with completion in August 1991.

Mr. Crose has arranged for a survey and acquisition of property in Salkum. The survey will cost about \$5,000. The property was donated to the district. He expects a library to be built on that site next spring.

The Service Center remodeling project has been put on hold until the backlog situation is under control.

Chris Livingston reported there have been some difficulties with one of the subcontractors on the Hoquiam project, but it looks like the problems will be resolved and the building may open by the end of May.

Corene Jones-Litteer said the Chehalis building is not handicap accessible and is quite crowded. A task force of eight people which covers a wide representation from city council to the general public of Chehalis has met four times to review the situation and develop a range of options and recommendations for the city (a deadline of June 24 for a status report and July 22 for a full recommendation). The recommendations will include what should be done about the library, the costs involved, and possible funding sources.

Jerri Ferrier reported Elma's finance committee just raised about \$3,000 for a new library. There is a fund-raising commercial running on TV and there are plans to apply for grants.

#### Human Resources Policy Revision Update

Mr. Scherr said Craig Hanson, TRL's attorney, is currently updating the draft policy based on the information which the board and management council shared with him in February. He expects to receive this information soon which he will then forward to the board task force.

#### Service Center Backlog Progress Report

Mr. Crose reported the work on the service center backlog is proceeding according to schedule. Some of the routines have been changed and staffing patterns are still being worked out. Almost 2,000 items were processed one day, and this has leveled off to 900 to 1,000 items per day. As of today, 21,674 audiovisual items and 25,310 books, for a total of 46,984 items, were waiting to be processed. Orders are averaging about 10,000 items per month. Between April 1 and April 26, TRL received 10,035 new items and processed 18,222 items. Staff are attempting to develop a pace which will allow us to take care of the backlog in six months. AV processing takes three to four times longer to process than books because it is not always possible to find an exact record and staff have to make modifications. Handling AV items also takes longer because oftentimes staff have to invent packaging for the items. Mr. Lawrence commented he has visited the service center several times and the process of eliminating the backlog seems to be moving smoothly.

There was discussion of how cataloging is done. About 75% of the AV items are in the WLN database, most of which is done by the Library of Congress. Mr. Crose said the five staff currently working on conversion will be increased to seven. Within the next several weeks, staff will be entering

- 7A negative barcodes in Dynix so patrons may place hold on items which are in processing.

Ms. Jester commented that the libraries are very appreciative of receiving so many new materials. However, it is increasing the library staff's workload. Mr. Lawrence acknowledged Mr. Crose's work in keeping this project on track. Ms. Dobbs commended the service center staff for their hard work. Mr. Crose said everyone is cooperating. Mr. Scherr is working with staffing, Ms. Shaffer is working with the public outlets, and Ms. Eyttinge is working with volunteers.

TCI/TRL Celebration of National Library Week and National Cable Month

Libraries are celebrating National Library Week this month. It is also National Cable Month. TRL will receive a donation from TCI Cablevision of \$10 for each new subscriber to cable during April. This is the third year of the partnership. The first year TRL received about \$7,500 which was placed in building funds for the Lacey, Olympia, and Tumwater libraries. The second year, over \$20,000 was used to enhance the video collection. This year's donation will be dedicated to literacy efforts.

Joint TRL Board/Management Council Retreat

The TRL Board and Management Council will meet in a joint retreat on June 4, 9:00 a.m.-5:00 p.m., at the Schmidt Mansion in Tumwater. The major topics of discussion will be the Long Range Plan revision, TRL's operations, and what the board and management council members see as their common vision. Ms. Davies asked if the board will still plan to meet in two retreats this year since there are several issues which the board needs to discuss on its own. Ms. Dobbs suggested this be taken under advisement.

"Friendsraising" Workshop

Ms. Eyttinge reported about 27 people attended the "Friendsraising" workshop on April 6 at the Service Center. The workshop was conducted by Diane Oldenberg, who facilitated a discussion on sharing and struggles, what works and what doesn't work for Friends groups. Ms. Eyttinge talked about volunteering and why TRL is recruiting Friends to support the libraries.

WLA Conference

Ms. Fourre said she enjoyed this year's conference, particularly the keynote speaker, Herb White, who spoke on cultural diversity. She also liked the four-hour volunteer workshop conducted by Nancy Macduff. Ms. Macduff indicated the Ford Motor Company runs a volunteer program which gets young people who want to learn on a volunteer basis. The outstanding ones are rewarded by sending them to national and state conferences and workshops and by considering them for jobs with the company. Ms. Fourre said TRL may wish to consider this for its volunteers. She also enjoyed the historical music review presented by the Spokane Falls Brass Band.

Ms. Davies has attended several WLA conferences and she felt this was one of the best, which focused on several very challenging issues. This year's theme was "Celebrate Diversity". Several of the presenters talked

7A about diversity, how we identify our biases and have diversity within a system which meets everyone's needs, the ethics of youth services, and intellectual freedom issues. Linda Wertheimer, political correspondent with National Public Radio, gave an interesting presentation on our country's changes in attitudes and ideas.

Mr. Dickerson commented on the "Evening at the Carousel" which featured one of seven preserved carousels in the country. Jean Davies rode this carousel as a child and had an opportunity to ride it again with her mother.

As a first time attendee at the WLA conference, Ms. Eyttinge felt it was a very warm and cordial group. She heard presentations on cultural diversity and how different groups would like to see access to libraries.

B. Board

Public Hearing/Work Session, Long Range Plan Revision

Ms. Davies said there were several participants at the April 10 public hearing/work session in Ilwaco. The big issue in the southern part of Pacific County is where the library should be and how it should be provided. There are two diametrically opposed opinions on this matter. Ms. Davies said she appreciates people's willingness to come to these meetings and express their opinions. She said obviously these people really care about the library system. They have heard lots of positive comments about what is available in the library and about the staff in the libraries. Several of the same concerns are being expressed including more hours of opening, more clerical and paraprofessional staff hours, keep the rotation books, keep the rural flavor of the libraries, and have better accessibility. Opinions were expressed at the Ilwaco meeting on where the library should be, how big it should be, and who should work in it. Ms. Davies said she thinks it is important that the people rather than TRL resolve these issues. Mr. Wessells was at the meeting and expressed the concern of people in the northern part of the county that the needs of the smaller libraries be kept in mind.

Mr. Dickerson said he is pleased with the attendance at the two meetings held so far. There are three more meetings scheduled in Olympia, Centralia and Shelton. The comments at these meetings and the written comments which have been coming in are very helpful.

Mr. Lawrence asked how TRL plans to analyze the information it is receiving. He suggested the information be entered into a matrix format on a computer with printouts which the board will be able to analyze, and that this work should begin as soon as possible. Ms. Dobbs agreed someone should begin this work as soon as possible since the board is working with a tight time frame. Mr. Crose said staff can work on a recommendation of how this work can be accomplished. He suggested an internship from one of the colleges or a volunteer.

Ms. Davies said if the board agrees, she would like a discussion of TRL's plan to serve residents of southern Pacific County once Long Beach becomes part of the district in January 1992. Mr. Dickerson said another meeting with people in that part of the county is planned within the next two months. He will try to have this topic on the next board agenda.

7 C. Spotlight on the Montesano Library


Ms. Jester said the project for the Montesano remodeling went smoothly. There are still a few things which need to be completed. The remodeling included new lighting fixtures, carpet, paint, circ desk, furniture, and handicap accessible doors. She said the architect, Clint Pherson, and the contractor, Ber-Chris of Olympia, were great to work with. Staff is very pleased with being included in the work space design and pleased with the more efficient workflow. The public likes the new look and open feeling. The cost of the remodeling and new furniture was about \$130,000. Ms. Jester said new paperbacks, which the library desperately needs, have been purchased with memorial funds. She appreciated the volunteers' help with processing the paperbacks.

Mr. Tansey said he likes the new look of the library because it is more comfortable and pleasant and the library is very important to him. With the exception of the handicap accessibility, however, he feels the other work was not necessary. He thinks the priority in the Montesano library is to increase the hours of opening and the \$130,000 spent on the remodeling would have been better spent on more staff. He thinks service rather than the image should be a priority. He also is concerned that the library lost some shelf space.

Ms. Dobbs said TRL is trying to maintain over a long period of time an operating budget which we can live within. When TRL receives "soft" money which cannot be counted on all the time, such as timber taxes, it is used for one-time capital expenditures such as new buildings, remodeling, and materials. If that money is put into operations, then TRL is faced with having to make cutbacks periodically. Mr. Blauvelt said what the board is learning in the long range plan public hearings is the same concerns about more books on the shelves and more hours of opening. He said the problem is how to accomplish that within the budget constraints. Ms. Fourre added that TRL is at the top of its levy rate of 50 cents per \$1,000 of assessed valuation and cannot go any higher without a vote of the people. Mr. Lawrence said it is best to spend one-time only funds on capital improvements because they cannot be built into personal services. Ms. Jester said the improvements made in the Montesano library were not just for cosmetic reasons. The lighting fixtures were fire hazards and the carpeting was 25 years old. Mr. Crose said TRL is required to make its buildings handicap accessible for both patrons and staff. When dealing with structural requirements and upgrades, TRL deals with aesthetics also. He does not consider the costs for Montesano frivolous.

Ms. Ferrier asked what happened to the old furniture in Montesano. Ms. Shaffer said it will be surplus. Ms. Ferrier expressed a desire to consider it for the Elma building. Mr. Blauvelt agreed Elma does need some better furniture.

There was no further business and the meeting adjourned at 9:15 p.m.

  
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PRESIDENT

  
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SECRETARY