

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Timberland Packwood Library  
109 W. Main St., Packwood, WA 98361

June 26, 1991

I N D E X

<u>AGENDA ITEM</u>		<u>Page No.</u>
<u>NO.</u>		
1	Introductions	1
2	Public Comments	
	A. Tribute to Bob Baker, Charter Timberland Board Member from Packwood	1
	B. Response from Bob Baker's family	1
	C. Certificates of Appreciation	2
	D. Correspondence	2
3	Approval of Minutes	2
4	Vouchers	2
5	Unfinished Business	3
6	New Business	
	A. Hoquiam building project	3
	B. Grant Application to Washington Department of Wildlife	4
	C. Disposition of surplus property	4
7	Reports	
	A. Library Director	4
	B. Board	6

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M I N U T E S

BOARD MEMBERS PRESENT: Carolyn Dobbs, Chair; 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; Carol Gorsuch; Corene Jones-Litteer; Nancy Sawyer; Elizabeth Squires; Virginia Squires; Edmunda Waller; Barbara Winfree

GUESTS PRESENT: Bob Baker, Jr., Packwood; Ted Church, Morton; Pat Leslie, Montesano Library Board; Joe Somers, Packwood; John Squires, Packwood; Paul Sundstrom, Morton Journal

The meeting was called to order at 6:10 p.m. The Board met in Executive Session until 7:20 p.m. for the semi-annual progress evaluation of the Library Director. After a recess the meeting reconvened at 7:30 p.m. Ms. Dobbs expressed the board's appreciation for the opportunity to meet throughout the district to see the facilities and meet the people who help make the library a success.

AGENDA ITEM

NO.

1 Introductions

Introductions were made. Mr. Dickerson introduced TRL's new Community Information Coordinator, Carol Gorsuch. He reviewed her prior work background, including the United Way of Pierce County, the Association of Washington Businesses, Tacoma Metropolitan Park District, and the Tacoma School District.

2 Public Comments

A. Tribute to Bob Baker, Charter Timberland Board Member from Packwood

Mr. Lawrence said he attended Mr. Baker's funeral earlier this month at which time he spoke about the debt of gratitude the people in the TRL region owe to Mr. Baker for the key role he played in the establishment of the library district and bringing Lewis County into the district. Mr. Lawrence said he and Mr. Baker were charter TRL board members and he has taken on the task to have memorials for Mr. Baker placed in both the Packwood library and at the Service Center.

B. Response from Bob Baker's family

Mr. Baker's son, Bob Baker, Jr., said his family is grateful for what his father has done for TRL and the community of Packwood. He presented a check for \$5,000 which his father wished to leave to the Packwood library. On behalf of the board, Ms. Dobbs expressed its appreciation for Mr. Baker's contributions. Mr. Dickerson thanked the Baker family for their help and continued support. He said the money will be used to upgrade the Packwood facility to make it even more attractive for the people in the

- 2B community. Virginia Squires commented that Mr. Baker, who she had known since she was 11 years old, was very special to her.

C. Certificates of Appreciation

Certificates of Appreciation were presented for Marian Gibson, Centralia; Phyllis Gahan, Elma; Marjorie Kaufman, Montesano; and Marilyn Phelan, Winlock, who have completed terms on their respective library boards. Ms. Dobbs expressed the board's appreciation for their work and said local library boards are a very effective part of the district.

D. Correspondence

Mr. Blauvelt said he and Mr. Dickerson attended a meeting of the Oakville Library Board and Friends. A petition has been signed by residents of that community which addresses concerns with reducing library services in Oakville. Circulation in the Oakville library has not been at the level to justify it being open 20 hours per week. The situation will be reviewed in January 1992 and if circulation does not increase, the hours will be reduced. No determination has been made as to the future location of a library in that area, whether the Oakville library will be expanded or the library will be moved to the Rochester or Grand Mound area. They were encouraged to build up the library's circulation and structure the library's hours to benefit the most people.

Mr. Blauvelt said there was considerable hypothetical discussion about someone leaving money for a new library, how big the library should be, what kind of support TRL could provide, which brought up several questions that could not be answered at this time. Oakville Board and Friends are brainstorming ways to increase the library's circulation and encourage more people to use the library. A questionnaire is being sent out to people in the area and signs are being posted throughout town encouraging people to use the library and children to sign up for the summer reading program.

3 Approval of Minutes

The board did not meet in May because of a lack of a quorum.

- 91-19 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF APRIL 30, 1991, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll related vouchers for April 1991 amounted to \$327,885.94, and for May 1991 amounted to \$323,734.29. Since no meeting was held in May 1991 due to a lack of a quorum, the board chair authorized Mr. Dickerson and Mr. Crose to sign vouchers and issue warrants for May 1991 to be retrospectively approved by the board at the June meeting.

- 91-20 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 33065 THROUGH NO. 33251 FOR MAY 1991 IN THE AMOUNT OF \$478,243.84; JEAN DAVIES SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4

91-21

JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 33252 THROUGH NO. 33440 FOR JUNE 1991 IN THE AMOUNT OF \$381,612.42; BILL LAWRENCE SECONDED THE MOTION.

The following vouchers were reviewed: No. 33256 (\$4,365.91) to AT&T is for the Hoquiam library telephone system. No. 33290 (\$10,824.31) to The Evergreen State College is for TRL's monthly participation in CALS which includes maintenance and personnel costs. No. 33294 (\$11,130.55) is for TRL's monthly participation in the Western Library Network. This is higher than normal because of the increased productivity at the Service Center. No. 33335 (\$20,000) to RMRS Systems is for an account from which the libraries electronically draw for their postage needs. No. 33364 (\$60) to RCR Airport Mini-Storage is to store old ALIS computer equipment. As the overflow at the Service Center is cleared out, this equipment will be moved back and the board will be asked to declare it surplus. No. 33367 (\$90) to Morningside is for recycling service at the Service Center. No. 33383 (\$1,456.89) to Kelly Temporary Services is for a temporary secretary at the Service Center filling a vacant position.

Ms. Dobbs asked how much of the total budget is used for recorded books. Mr. Dickerson said recorded books is a very popular format and \$59,000 is budgeted this year for that medium. Mr. Blauvelt expressed concern with the quality of recorded books and asked how that is determined. Mr. Dickerson said Andy Bartels does most of the selection of recorded books and should be advised if there is a problem with quality. Some are selected through reviews. This is a fairly new field for TRL and most of the purchases have not yet gone through processing.

JEAN DAVIES, ART BLAUVELT, DORIS FOURRE, JEANNE CHURCH AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION. BILL LAWRENCE WAS OUT OF THE ROOM AT THE TIME OF THE VOTE. MOTION CARRIED.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Hoquiam building project

At its April 25, 1990, meeting, the TRL board authorized up to \$7,500 from unbudgeted timber tax receipts to enable TRL to retain interior design services for the Hoquiam library. It is necessary to increase this authorization an additional \$700 to cover the actual costs incurred. Mr. Dickerson said this was a very worthwhile project. The designer was paid on an hourly basis and the project required more meetings than anticipated.

91-22

ART BLAUVELT MOVED TO INCREASE THE AUTHORIZATION OF \$7,500 TO \$8,200 FOR INTERIOR DESIGN SERVICES FOR THE HOQUIAM LIBRARY; DORIS FOURRE SECONDED THE MOTION. ART BLAUVELT, DORIS FOURRE, JEAN DAVIES, JEANNE CHURCH AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION. BILL LAWRENCE WAS OUT OF THE ROOM AT THE TIME OF THE VOTE. MOTION CARRIED.

6 B. Grant Application to Washington Department of Wildlife

A very successful program "Get Hooked on Fishing, Not on Drugs" was presented this month at the Olympia library which had support from the Department of Wildlife, Trout Unlimited, and the DARE program. TRL would like to present this program again next year and the Department of Wildlife is willing to provide funding of \$600 for fish and technical personnel.

91-23

DORIS FOURRE MOVED TO AUTHORIZE TIMBERLAND REGIONAL LIBRARY TO SUBMIT A GRANT APPLICATION TO THE WASHINGTON DEPARTMENT OF WILDLIFE FOR \$600 TO BE USED FOR A FISHING EDUCATION PROGRAM FOR CHILDREN IN 1992 AT THE OLYMPIA TIMBERLAND LIBRARY; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Disposition of Surplus Property

As staff began the process of selling the South Mason property to Mason County, they could not find anything in print which gives the director and assistant director authorization to sell district property. The board declares the property surplus, but the board needs to formally grant this further authority to the director and assistant director to sell the property.

91-24

JEANNE CHURCH MOVED TO GRANT THE LIBRARY DIRECTOR AND ASSISTANT DIRECTOR, MANAGEMENT SERVICES, THE AUTHORITY TO SELL OR OTHERWISE DISPOSE OF PROPERTY DECLARED SURPLUS BY THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Library Director

April and May 1991 Revenues and Expenditures - Mr. Crose reported revenues are as anticipated although timber tax revenues are more than anticipated. His only concern in expenditures is telecommunications. Although efforts were made to reduce postage costs, they are again increasing dramatically. Staff are currently working on expanding the courier system which transports materials to libraries for patrons to pick up rather than mailing the materials to them. The Pacific County telecommunications network was completed in May and TRL will realize an annual savings of \$7,200 in that area.

Initiative 559 - Mr. Dickerson reported petitions are being circulated for Initiative 559 which would roll back property values to 1985 levels. If this ballot measure passes, it will have an impact on libraries. In TRL's case, it would mean a significant loss of revenue for which TRL would need to plan.

Hoquiam Timberland Library opening - Mr. Blauvelt reported the Hoquiam library opening was a big success. He encouraged everyone to visit the new library. Ms. Davies added it is an old Carnegie library which has been turned into a modern, beautiful and inviting building. Mr. Dickerson said the TRL board will hold its October meeting at the Hoquiam library. He said Hoquiam's hours have been increased to 48 per week on an experimental basis. He expects circulation will go up and if maintained,

7A TRL will continue the increased hours.

Building updates - Mr. Crose said progress is being made on the new Amanda Park and Naselle libraries. He is working on finalizing transfer of the Amanda Park property to TRL. A survey of the Salkum property is almost complete and the plat plan will go to Lewis County late this week for its review. He expects final transfer of that property to TRL in about a month. There are still a few more things which need to be done before the Montesano library remodeling is complete.

Service Center backlog progress report - Mr. Crose reported incredible progress has been made on the Service Center materials backlog. As of June 19, the balance of A-V materials remaining to be processed was 18,978; the balance of books remaining to be processed was 3,485. We are looking at a turn-around time of 5 to 8 days on new materials coming into the building. Staff are also working on shifting rotation books out of the Service Center and deprocessing items for discarding or for book sales. Six volunteers have also been working on the backlog. Staff believe the backlog will be taken care of by mid September although A-V processing may extend later into the fall. The work routines have been fine-tuned and staff are working on what might be permanent Service Center staffing levels. The new Technical Services Coordinator will begin work on August 1. Ms. Dobbs expressed the board's appreciation to the staff for developing and implementing the plan to clear up the backlog. Ms. Fourre also expressed appreciation for the help of the volunteers. Mr. Lawrence asked what progress has been made on a special commendation for the Service Center "Regroup and Grow" team and Mr. Crose responded a special ceremony is being planned.

Summer Reading Program - Ms. Winfree said all libraries are reporting tremendous enthusiasm for the summer reading program from both the parents and the children. The theme "In The Spotlight" has been a successful draw. The performers presenting the programs are well prepared in both their attitudes and presentations. Comments have been positive. There is an abundance of new books to meet the demand.

Mineral Access Station - Ms. Church reported a computer terminal is being set up in Mineral and should be operational by July 11. There is already a book drop in place and a system has been set up where volunteers will pick up the books and return them to the library. Mineral residents are excited and looking forward to being able to order books by computer. Mr. Dickerson said the terminal will be placed in the fire hall and volunteers will help people learn how to use it. TRL is also promoting usage of the Eatonville library because TRL has a reciprocity agreement with the Pierce County Library District.

Morton - Ms. Church said she received a call on Sunday inviting her to a meeting in Morton on Monday. She called Mr. Dickerson and the two of them attended the meeting. There is a group of concerned citizens who would like to see Morton join TRL. Mr. Dickerson has been asked to give a presentation to the Morton City Council on July 15.

Spotlight on Packwood - Ms. Jones-Litteer introduced Packwood staff members Virginia Squires and Elizabeth Squires and Lewis County substitute Nancy Sawyer. She said these staff are very competent and provide good service. The Packwood library is busy as the statistics show. She stated the bequest from Bob Baker is reflective of the library's importance to

7A the community and a lot of the credit for this goes to the Packwood staff. Mountain View library use continues to grow. She said it will be interesting and exciting to watch the changes in the east end of Lewis County over the next several years. Considering the small service population in the area, Mr. Dickerson said usage at Packwood is very high at 29 items per capita. No other TRL library with this size community is open 25 hours a week. Staff is very responsive to the public and vice versa. Ms. Dobbs said there is a lot of diversity in the district. It is important to have both the urban and rural areas because each informs and strengthens the other. Virginia Squires expressed her appreciation for the board meeting at Packwood. She said the community has a lot of pride in its library.

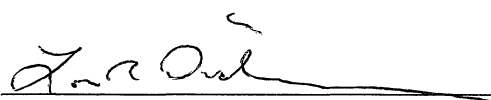
B. Board

Mr. Blauvelt said public hearings/work sessions on the long range plan revision were held at Olympia in May and at Shelton in June. The basic concerns they are hearing are that people want more books on the shelves, longer hours of opening, and more staff. People like the facilities and the attitudes and helpfulness of the staff. They want more help with the online catalog.

Mr. Lawrence said he understands there is a deadline of July 15 to complete the analysis of all the public input. He is concerned that this analysis will be too rushed and the board would be better served with a complete and well done report at a later date. Mr. Blauvelt agrees with having the analysis in matrix format, but he doesn't think much of the information will fit neatly into matrix categories. He wants more than just a statistical compilation. Mr. Lawrence commented there are quantitative facts which need to be added up. Mr. Dickerson said there is a schedule which has been put in place for the long range plan revision. In order for the committee to have the materials for consideration, it will not be possible to delay the analysis and remain on schedule. As Mr. Blauvelt has indicated, the committee, through written and oral comments, is getting the same message. These are all contingent on finances but we want to be responsive to the growing concerns and needs wherever possible. Mr. Crose assured the board that the analysis being developed will address both qualitative and quantitative aspects of the public input.

There are no further business and the meeting adjourned at 9:10 p.m.

  
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PRESIDENT

  
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SECRETARY