

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

July 24, 1991

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Special Presentation	1
3	Public Comments	
	A. Certificates of Appreciation	1
	B. Correspondence	2
	C. Public Comments	2
4	Approval of Minutes	2
5	Vouchers	2
6	Unfinished Business	
	A. Human Resources Policy	2
7	New Business	
	A. Bucoda Kiosk	3
8	Reports	
	A. Library Director	4
	B. Board	5

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M I N U T E S

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

STAFF PRESENT: Liane Bascou; Michael Crose; Lon Dickerson; Margo Eytinge; Carol Gorsuch; Sandra Kersley; Dianne Loomis; Tammy Losey; Bill Scherr; Mary Ann Shaffer; Edie Shea; Rosanne Thompson; Barbara Winfree

GUESTS PRESENT: Linda Gaudy and Wallie Wiedman, TCI Cablevision of Washington, Inc.

President Dobbs called the meeting to order at 7:40 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Special Presentation

This is the third year TCI Cablevision of Washington, Inc. has made a donation to TRL. This year's donation is a result of the National Cable Month/National Library Week campaign in April in which one-half of the new installations and one-half of the subscriptions to pay channels were designated for the library. Ms. Gaudy said this campaign also benefited TCI's customers because the rates were reduced. Several checks were presented, including \$18,080 from the Olympia system; \$5,070 from the Centralia/Chehalis system; \$470 from the Raymond/South Bend system; \$9,095 from the east Grays Harbor County system, for a total of \$32,715. Ms. Gaudy said TCI is very pleased with the results of this year's campaign and looks forward to continuing this partnership with TRL.

- 91-25 HELEN TIMM MOVED TO ACCEPT WITH DEEP THANKS AND APPRECIATION THE GIFT OF \$32,715 FROM TCI CABLEVISION OF WASHINGTON, INC., PLUS THEIR ACTIVE ASSISTANCE IN PROMOTING USE OF THE LIBRARY; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Ms. Gaudy said TCI's partnership with TRL is a positive and worthwhile involvement with the community. Ms. Losey commented this year's donation will be used for literacy programs.

- 3 Public Comments
 - A. Certificates of Appreciation

Certificates of Appreciation were presented for Marjorie Beard, Ilwaco, and Oscar Soule, Olympia, who have completed terms on their respective library boards. A Certificate was presented to Edie Shea, Centralia staff. Ms. Shea recently obtained a college degree and picked the Centralia library as her project. Ms. Shea helped on her own time to develop a program for volunteers to organize local history files. Ms. Kersley said she wanted the TRL board to share in and recognize some of the exciting things that happen to TRL staff.

3 B. Correspondence

There was no correspondence.

C. Public Comments

There were no public comments.

4 Approval of Minutes

91-26 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JUNE 26, 1991, AS DISTRIBUTED; JEAN DAVIES SECONDED THE MOTION. BILL LAWRENCE, JEAN DAVIES, ART BLAUVELT, JEANNE CHURCH, DORIS FOURRE, AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION; HELEN TIMM ABSTAINED. MOTION CARRIED.

5 Vouchers

Payroll and payroll-related vouchers for June 1991 amounted to \$333,163.35.

91-27 JEAN DAVIES MOVED TO APPROVE VOUCHERS NO. 33441 THROUGH NO. 33620 FOR JULY 1991 IN THE AMOUNT OF \$289,023.71; HELEN TIMM SECONDED THE MOTION.

Mr. Crose reviewed the following vouchers: No. 33577, \$1,072.71, to Skillings & Chamberlain, Inc. is for the survey and plat development for the Salkum library site. No. 33578, \$162.50, is to Vanderberg & Johnson, attorneys for the Quinault School District, who are working with TRL on transferring the property for the Amanda Park library site.

MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

A. Human Resources Policy

Due to a misunderstanding, this matter was placed on the agenda for action rather than for discussion only. Ms. Davies said the Human Resources Policy task force determined it was satisfied with the 2nd draft of the policy except for a few minor changes. Mr. Scherr said he reviewed the task force's six recommendations with TRL's attorney, Craig Hanson. Based on the attorney's advice, some of the changes were incorporated into the document and others the attorney did not feel were necessary. Mr. Scherr proceeded with reviewing the changes which were incorporated into the third draft.

One of the recommendations was to drop a reference to communication which led to a discussion of the reasons for this recommendation. The task force was concerned that a formal structure of communicating through channels would interfere with an open flow of information between staff and the board. However, both Mr. Blauvelt and Mr. Lawrence recalled discussion about adding the word "grievance" which is a more formalized process of communicating with the board through channels. Mr. Scherr said it was his understanding that the attorney's recommendation is that TRL not set up this process in the Human Resources Policy, rather develop an administrative policy regarding conflict resolution. He said the

- 6A management council would be charged with developing administrative policies and procedures in that regard.

There was reference to a letter from Doug Wyckoff which Ms. Thompson, President of the Staff Association, provided for the board's information. Mr. Wyckoff compared draft #2 of the Human Resources Policy, the 1980 Personnel Policy, and the current Staff Association contract, and this letter is his response. Ms. Thompson said her original intention was to present the Staff Association's concerns about the Human Resources Policy at the next union-management committee meeting. When she noted the policy was on the board's agenda for adoption, Mr. Wyckoff moved quickly and responded with a letter. She expressed her concern that the Staff Association has never been invited to give any input into this document and requested that the Staff Association be kept more aware of these kinds of documents.

Mr. Lawrence said it is not the board's intention to impact the existing agreement with the Staff Association, but rather to address those staff not covered by the agreement. He said the Staff Association's attorney may make any comments he wishes, but those staff not covered by the agreement should not be Mr. Wyckoff's concern. Ms. Thompson said she thinks Mr. Wyckoff's concerns are that a lot of provisions from the 1980 Personnel Policy which apply to all staff have been dropped in the Human Resources Policy. Mr. Scherr responded the agreement with the Staff Association would supercede the Human Resources Policy as it applies to staff covered by that agreement. There are several items in the 1980 Personnel Policy which are in conflict with the Staff Association contract. Since the Human Resources Policy addresses items not covered by the collective bargaining agreement, he said there was no need to communicate with the Staff Association on policies which would not apply to them.

Ms. Dobbs said personnel issues are subject to definition and it should be TRL's practice to make sure everyone knows what is going on. She said TRL is trying to clear up a lot of confusion with the Human Resources Policy and it is important to bring everyone along in the process. The board requested Mr. Wyckoff and Mr. Hanson discuss the document and that draft #3 of the human resources policy be distributed for staff comment.

- 91-28 ART BLAUVELT MOVED TO TABLE DISCUSSION OF THE HUMAN RESOURCES POLICY UNTIL SUCH TIME AS THE BOARD RECEIVES STAFF COMMENTS; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 New Business

A. Bucoda Kiosk

A library kiosk was opened in Bucoda in early 1989 but TRL discontinued its operation in mid-1990 because of vandalism. Bucoda city officials would like to use the kiosk for community information and have requested that TRL allow the city to take it over.

- 91-29 DORIS FOURRE MOVED TO DECLARE THE BUCODA KIOSK SURPLUS TO THE NEEDS OF THE TIMBERLAND REGIONAL LIBRARY AND TO INSTRUCT THE ASSISTANT DIRECTOR, MANAGEMENT SERVICES, TO OFFER IT FOR SALE TO THE CITY OF BUCODA FOR THE SUM OF \$1.00; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Reports

A. Library Director

June 1991 Revenues and Expenditures - Mr. Crose referred to his revenues and expenditures report. He noted that TRL has already received 93% of the budgeted timber revenues. Expenditures are fairly well on target although there is concern about the increasing costs of communication, particularly postage. Use of TRL's mail service is still high. Mr. Lawrence suggested approaching UPS about entering into a special service contract with them. Mr. Crose said he has checked into other courier services and that does not appear to be a practical solution. TRL is planning to expand its own courier system and have hold shelves placed in all of its libraries so more people can choose to pick up their materials rather than have them mailed.

2nd Quarter Circulation Report - Circulation has increased 10% districtwide the first six months of 1991 over the same period in 1990.

Initiative 559 - Mr. Dickerson said this initiative will probably be on the November 5 ballot. TRL staff will attempt to figure out what impact there will be on TRL if this initiative passes. Preliminary estimates are that the cost to the district could be as high as \$800,000. Staff will provide the board with several contingency plans, which could include closing libraries and a reduction in force. These contingency plans will be presented to the Management Council and the Management Council will make recommendations on how the budget should be structured to accommodate cutbacks. The entire staff will be kept informed and they can participate through their Management Council representatives. There was discussion of how TRL can communicate the expected impact to the public. Mr. Dickerson said TRL can only provide information and cannot get involved in the campaign. Ms. Gorsuch said information on the initiative's impact will be in the next issue of "Timberland Tidings" which is also sent to the media.

Building Updates - TRL is currently involved in three building projects including new libraries at Amanda Park and Naselle, and completion of the remodeling of the Montesano library. The Amanda Park and Naselle buildings are expected to be completed by September. The Montesano remodeling should be completed this week. Final work is taking place on the survey of the Salkum building site. Staff have been discussing the future of that project in light of Initiative 559, but plans are still in place to begin the Salkum building next spring. Mr. Lawrence expressed his disappointment that the Northwest Puppet Center will not be able to present its Makah puppet show at the Amanda Park opening.

Service Center Backlog Progress Report - Staff are making significant progress on the backlog. As of July 19 the balance of AV items was 15,527 and the balance of books was 2,050 waiting to be processed. Mr. Crose expects the backlog to be cleared up within two months. Mr. Lawrence said in his travels to libraries, he sees materials in boxes rather than on the shelves. He said that should have been dealt with as part of the problem and he is concerned there is not the flow of materials to the shelves and to the patrons. Mr. Dickerson said Ms. Shaffer has been in close contact with the libraries and has assured him that it is not a major problem. Ms. Church asked about the problems of cataloging AV materials. Mr. Dickerson said this continues to be a problem, but staff are looking at other alternatives for the long term.

- 8A Summer Reading Program - Ms. Winfree referred to the report indicating the number of sign-ups and the number of finishers as of July 16. She has been receiving positive reports on the programs. Because of the large response to the programs, several of the libraries must issue tickets.

Morton - Ms. Church said she and Mr. Dickerson met with the Morton City Council. There were several in attendance who are very enthusiastic about having access to TRL. The council is considering a survey to see how much support there is to join TRL. The council is concerned about the costs involved. Ms. Church said she is open to suggestions on how to keep the door open to Morton joining TRL. She continues to encourage Morton residents to get non-resident cards so they can use the system. Mr. Lawrence suggested the council approach timber companies about the possibility of grants for a new library.

Mineral Access Station Opening - Ms. Church said the Mineral access station opening was exciting. About 30 people signed up for cards the first day. More volunteers are needed to train patrons on the computer. Mineral is close to the Pierce County border so residents are being encouraged to use that system also since TRL has a reciprocity agreement with them.

ALA Conference - Ms. Davies said she attended several sessions at the conference which focused on literacy and funding. She believes what she learned will help her better face these issues as a TRL board member. Some of the highpoints of the conference were a session conducted by a futurist, the speech by Jesse Jackson, and seeing the Jimmy Carter Presidential Center. She took notes and brought back information which she will share with anyone interested. She encouraged other board members to attend future ALA conferences.

B. Board


Public Hearing/Work Session, Long Range Plan Revision - The last of the public hearings on the long range plan revision was held on July 10 at Centralia. Mr. Blauvelt said the task force has met twice since then. They are working their way through the current long range plan and utilizing all the information received from the public hearings and written evaluations, as well as the written analysis done by Gina Blum. Mr. Dickerson said the timetable calls for a draft of the revised long range plan to be presented at the board's September meeting and adopted at the November meeting. Ms. Dobbs commended Gina Blum for the good job she did in putting together the analysis of the input received. She said it was exactly the kind of information she was looking for.

PNLA Conference - Three TRL board members will be attending the PNLA Conference in Edmonton--Bill Lawrence, Helen Timm, and Doris Fourre.

There was no further business and the meeting adjourned at 10:05 p.m.



President



Secretary