

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tumwater Timberland Library, 5131 Capitol Blvd. S.E., Tumwater, WA 98501

November 20, 1991

I N D E X

<u>AGENDA ITEM</u>		
<u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Public Comments/Correspondence	1
3	Approval of Minutes	1
4	Vouchers	1
5	Unfinished Business	
	A. Long Range Plan	1
	B. Support of the Wetlands Interpretive and Learning Center project and vacation of a road to facilitate this development	2
6	New Business	
	A. 1992 Budget	3
	B. Declaration of Surplus Property	3
7	Reports	
	A. Library Director	3
8	Other Agenda Items	
	A. Director's Resignation	4

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Tumwater Timberland Library, 5131 Capitol Blvd. S.E., Tumwater, WA 98501

November 20, 1991

M I N U T E S

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

STAFF PRESENT: Liane Bascou; Claire Christiansen; Judy Covell; Mike Crose; Lon Dickerson; Margo Eyttinge; Carol Gorsuch; Dianne Loomis; Tammy Losey; Ione Mason; Joyce Nichols; Chris Peck; Nancy Robertson; Bill Scherr; Kitty Schiltz; Nancy Schutz; Betty Sholund; Rosanne Thompson; Carole Watson

GUESTS PRESENT: Suzette Birdsell, Montesano Board; Dorothy Doyle; Lenore Doyle; Russell Hupe, Olympia Board; Louise E. Morrison; Winnifred Olsen, Olympia Board; Amory Peck, Tumwater Board; Dee Sherburne; Mary Stough; Bill Timm

Vice-President Jean Davies called the meeting to order at 7:40 p.m.

- 1 Introductions were made
- 2 Public Comments/Correspondence

There were no public comments or correspondence.

- 3 Approval of Minutes

91-42 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 23, 1991, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs was not present during the vote.)

91-43 JEANNE CHURCH MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF OCTOBER 29, 1991, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs was not present during the vote.)

91-44 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEE SPECIAL MEETING OF NOVEMBER 11, 1991, AS DISTRIBUTED; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs was not present during the vote.)

- 4 Vouchers

Payroll and payroll related vouchers for October 1991 amounted to \$345,653.83.

91-45 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 34226 THROUGH NO. 34437 FOR NOVEMBER 1991 IN THE AMOUNT OF \$399,899.66; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs was not present during the vote.)

- 5 Unfinished Business

A. Long Range Plan

The draft Long Range Plan was presented to the board at its September 25 meeting. The draft was distributed throughout the district and the board

- 5A heard reactions to the draft at its October 23 meeting. Since the board was not able to fully discuss the draft and the public comments at the October meeting, it has requested that discussion of the draft continue and the adoption of the revised plan be postponed until the December 18 meeting.

One of the concerns raised at the October 23 meeting included elimination of mailing of materials. TRL has conducted an experiment in the larger libraries for the past six months of transporting holds via daily courier for patrons to pick up. This experiment has proven to be efficient and cost effective and the Management Council is working on procedures to implement this service districtwide. Mailing will not be totally eliminated but will be reduced significantly. Although there is the expense of hiring couriers, it will still be cheaper than mailing.

Ms. Davies said she would like to delete from the Long Range Plan any specific increases and decreases in library hours. She would prefer this be reworded to indicate the factors which could influence increases or decreases in hours. She noted most of the decreases are in Pacific County and she has heard several concerns over this issue. Mr. Lawrence concurred. Mr. Blauvelt explained that the task force included the hours as realistic appraisals of what could happen if the current trend continues. He indicated the task force will take this under advisement at its next meeting.

Ms. Dobbs arrived at 8:00 p.m.

- 5A Ms. Timm expressed her concerns with the development and implementation of a meeting room policy since each community has different needs. She would prefer guidelines be developed rather than a policy. Mr. Blauvelt and Ms. Davies both indicated they have heard concerns that the libraries be able to individualize their meeting room policies to fit their communities' needs. Mr. Lawrence suggested the Management Council discuss this issue.

Amory Peck said she would like the revised Long Range Plan to address ergonomically healthy buildings. She is also concerned with references to charging fees for services. She feels strongly this is an issue which needs much discussion. There was discussion about dial-up access through a 900 number. Ms. Losey pointed out that free dial-up access should be available to homebound people. Mr. Crose said TRL needs to approach this issue very carefully but we have to deal with TRL's financial limitations. He is working on an alternative to having a toll-free dial-up line available at each library since most people are within a free calling area of their library.

- B. Support of the Wetlands Interpretive and Learning Center project and vacation of a road to facilitate this development

At the October meeting, the board passed a motion of support for the North Mason School District's plans for a Wetlands Interpretive and Learning Center. That motion specified that subject to review by legal counsel, the library is in accord with the school district's request for vacation of a portion of Roessel Road, including the portion along the property owned by TRL. TRL's legal counsel has reviewed the vacation request, found everything to be in order, and recommends adoption of the same motion without the conditional provision.

5B
91-46

BILL LAWRENCE MOVED THAT TIMBELRAND REGIONAL LIBRARY SUPPORTS THE NORTH MASON SCHOOL DISTRICT'S PLANS FOR A WETLANDS INTERPRETIVE AND LEARNING CENTER. THE LIBRARY IS IN ACCORD WITH THE SCHOOL DISTRICT'S REQUEST FOR VACATION OF THAT PORTION OF ROESSEL ROAD, INCLUDING THE PORTION ALONG THE PROPERTY OWNED BY TIMBERLAND REGIONAL LIBRARY. HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. 1992 Budget

TRL's annual budget is adopted at the board's annual meeting in December. Work on the 1992 budget will not be finalized much in advance of that meeting. Mr. Crose said it has been difficult to develop a program for the 1992 budget, particularly because of the uncertainty of Initiative 559. Information from the five counties is only available in preliminary form. Value has increased sufficiently to take advantage of the full 106% increase in our levy in 1992. Mr. Crose anticipates TRL's levy will come down to 48.9 cents in 1992. Using that levy rate, he has projected TRL will receive \$600,000 more in revenue in 1992 than received in 1991. This year's timber tax receipts far exceed what has been budgeted, but TRL will continue to budget conservatively in that area. Mr. Crose is gathering information about expenditures, but does not see any significant changes in spending patterns. TRL is currently in negotiations with the Staff Association and Mr. Crose needs to discuss with the board its parameters in those negotiations.

B. Declaration of Surplus Property

Since the Amanda Park and Naselle libraries are now in their new quarters and there is no longer a need for the bookmobiles which have housed these libraries for the past several years, it is recommended the bookmobiles be declared surplus.

91-47

DORIS FOURRE MOVED TO DECLARE SURPLUS THE 1967 INTERNATIONAL BOOKMOBILE AND THE 1969 DODGE BOOKMOBILE; JEANNE CHURCH SECONDED THE MOTION.

Mr. Crose said it has been the board's policy to make surplus property available first to other governmental institutions. The Naselle School District has indicated an interest in purchasing the bookmobile located in Naselle. Mr. Crose will offer to sell the bookmobile at Amanda Park to the Quinault School District. Mr. Crose anticipates offering these bookmobiles at \$1.00 each to the school districts. Since neither bookmobile runs, it would alleviate several problems for TRL if the school districts purchase them.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Library Director - Lon Dickerson

October 1991 Revenues and Expenditures - Mr. Crose did not receive the information from the counties in time to prepare a written report for the board meeting. Initiative 559 - Mr. Dickerson said the initiative was defeated 60/40. He expressed his gratitude to the people throughout the state for this defeat. Amanda Park Opening - The Amanda Park library opened on

7A November 1. Mr. Blauvelt said one of the speakers, Oliver Mason, talked about his happiness with the way the building integrated the Quinault Indian design. Ms. Fourre suggested a plaque be placed on the building which explains the design. Naselle Opening - The Naselle library opened on November 16. Ms. Davies said there was a large crowd in attendance. It took a long time to make that building a reality and the community is grateful. Service Center Backlog Progress Report - Mr. Crose distributed a memo dated November 15 regarding the backlog which indicates year to date expenditures for staff processing the materials backlog at \$93,139 and balance of the backlog of materials as of November 14 at 7,288 (A.V.) and 2,339 (books). Mr. Crose said we have reached the equilibrium point of materials coming in and going out in a timely manner. Focus on Tumwater Library - Ms. Nichols said the city is planning a new library in Tumwater and is currently looking at two possible sites. The city had to dip into the library funds for emergency repairs so the city council has to decide if it will stick to the original time schedule and add to the bond issue the city intends to run or push the project back a year and restore the money it had to use. A bond issue of \$1.5 to \$1.7 will be run in 1993 or 1994. The city is thinking in terms of a 14,000 to 15,000 square foot building with possibility of expansion in the future.

8 Other Agenda Items

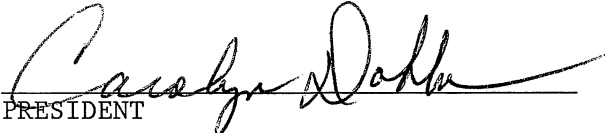
A. Director's Resignation

Mr. Dickerson announced his resignation effective March 31. His resignation remarks are attached to the original of these minutes.

91-48 ART BLAUVELT MOVED THAT THE BOARD APPROVE THE TRANSITION PLAN WHICH HAS BEEN PROPOSED DATED NOVEMBER 20, 1991; JEANNE CHURCH SECONDED THE MOTION. ART BLAUVELT, JEANNE CHURCH, CAROLYN DOBBS, BILL LAWRENCE, HELEN TIMM, AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; DORIS FOURRE VOTED AGAINST THE MOTION. MOTION CARRIED.

91-49 BILL LAWRENCE MOVED TO APPOINT MIKE CROSE AS TRANSITION MANAGER OVER TIMBERLAND REGIONAL LIBRARY WITH FULL AUTHORITY OVER PERSONNEL AND FISCAL MATTERS THAT PERTAIN TO THE MANAGEMENT OF TRL; HELEN TIMM SECONDED THE MOTION. BILL LAWRENCE, HELEN TIMM, ART BLAUVELT, JEANNE CHURCH, CAROLYN DOBBS, AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; DORIS FOURRE ABSTAINED. MOTION CARRIED.

There was no further business and the meeting adjourned at 8:50 p.m.



PRESIDENT



SECRETARY

Resignation Remarks of Lon Dickerson
To TRL Board of Trustees on 11-20-91

Earlier this fall I indicated to the board my desire to resign next spring. Over the past few weeks we have worked on a plan which will accommodate my plans and also provide a smooth transition process. This evening I can announce that a transition plan has been developed and I am resigning from Timberland effective March 31. The decision to leave this library and this area has not come lightly, believe me. But as I get ready to observe my big 50th birthday next month, I know that now is the time for me to take up other challenges.

When I came to Timberland six and a half years ago, I found a very dedicated and service oriented library staff. It was, and continues to be, one of the finest libraries in the country. But as frequently happens to public institutions, the library had gone through some rough times. Its infrastructure, materials collection, library facilities, and finances were in need of rebuilding when I came on board on August 12, 1985, as a change agent.

Within one month of my arrival it was my sad task to announce a massive organizational downsizing and restructuring which resulted in the elimination of 29% of the library staff, the closing of three libraries, sharp reductions in library hours of opening, etc. Three months later property tax prorationing made Timberland its first victim in Washington and annually thereafter threatened us with the loss of up to half of our property tax revenues. While Timberland was able to keep everything in check, prorationing remained a serious threat for us and other local units of government statewide until the state legislature finally provided a solution last year. Then Initiative 559 came along this year and made another threat to our financial well-being.

It has been a challenging and a very rewarding experience for me as I have dealt with those problems. Institutionally and personally there is enormous satisfaction in the fact that we persevered and emerged victorious. I have particularly enjoyed the opportunity to work within the legislative process to achieve a solution to a statewide problem and to work with local communities on resolving local concerns.

I have also been fortunate in that I have achieved, and in some instances exceeded, most of the goals I established for myself in 1985. While I cannot take credit for the numerous accomplishments of the past six and a half years, I do take satisfaction from the fact that they occurred while I was at the helm. It has been a period of considerable growth and achievement for the library.

By the end of 1986 Timberland had moved from deficit spending and bank loans to financial stability. The establishment and maintenance of sound financial operations, even during the worst of the prorationing crisis, gives me particular pleasure. I foresee good times ahead for the library. There will never be enough money, but Timberland's financial prospects look both stable and bright.

The restructuring has provided a sound infrastructure for the library. The district is operating as a single, consolidated whole with managers coordinating activities within geographic clusters and accepting responsibility for making decisions at the district level. Operations have been streamlined and made more efficient districtwide; and the technical services department has conquered the backlog of library materials and is establishing new productivity standards.

Three cities (Shelton, Long Beach, and Bucoda) have joined Timberland since 1987, and Timberland libraries have been opened (or reopened) in six communities (Hoodsport, McCleary, Naselle, Randle/Glenoma, Salkum, and Shelton) since 1986. One-third of our libraries today are housed in modern, efficient facilities which have been built or significantly remodeled since 1987 -- Amanda Park, Hoquiam, Lacey, Montesano, Naselle, Packwood, Shelton, Tenino, and Winlock. Five of those facilities were opened in 1991!

Outdated resources in the library collection have been replaced by contemporary works, while videos, talking books, compact discs, and audiocassettes have been enthusiastically welcomed by library users. The materials portion of the operating budget has grown from 9% to 17% during my tenure, and even increased to 20% by utilizing unbudgeted timber tax receipts. As a result, our libraries today house collections which are lively and meet personal needs for current and accurate information.

Because the library operates on the cutting edge of technological advancements, it has been able to continually enhance internal efficiencies, lower operating costs, and improve public access. The Dynix automated circulation system and online public access catalogs installed in 1989 characterize those achievements. The introduction of dial-up access to the catalog, InfoTrac magazine indexes, CD-ROM databases, online database searching, OCLC access, local area networks, microwave communications system, and telefacsimile equipment and photocopiers in all libraries represent additional examples of progress made in this area.

The purpose of these changes has always been to improve public access and usage of the library. And I must say, people have responded. The number of children participating in our summer reading program, for instance, has jumped from 6,000 in 1987 to 14,000 children in 1991. And although Timberland's service population has grown by only 17% since 1985, public usage of the library has increased by almost 60% during the same period. Usage has expanded from 6.5 items per capita in 1985 to over 8.7 items per capita in 1991. Circulation reached the 2 million level in 1987, and four short years later it has topped 3 million.

Another notable achievement has been the development of a long range plan which establishes a vision and a direction for the provision of library services to area residents in the 21st century. This plan was adopted by the board in 1989 after almost two years of public and staff input. A revised plan is almost ready for board approval following eight months of public hearings and input. I feel this level of public involvement, the scheduling of regional library board meetings throughout the library's 5-county service area, and ongoing

communications with local boards are critical to the success of Timberland's operations. The implementation of a volunteer program this year provides another opportunity for public participation in our operations.

Between now and March 31 I hope to be able to focus my energies on a number of specific projects and to leave the running of the library to an interim manager. I have not finalized my plans for what happens after next spring. Over the past 27 years I have had the good fortune to work as a library administrator with expansive library programs in Liberia (West Africa), Minnesota, and now Washington. I have also worked in public libraries in Sierra Leone (West Africa), Michigan, and Pennsylvania. Since I have enjoyed each and every one of those experiences I will be pursuing similar administrative challenges and opportunities with another public library system in yet another area.