

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Timberland Naselle Library
Parpala Rd. & State Rt. 401, Naselle, WA 98638-0190

March 25, 1992

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Public Comments	
	A. Correspondence	1
	B. Public Comments	1
3	Approval of Minutes	1
4	Vouchers	1
5	Unfinished Business	2
6	New Business	
	A. Interlocal Agreement between Quinault Lake School District and Timberland Regional Library	2
	B. Contract for legal services	2
	C. LSCA Grant for Raymond Library	2
	D. Literacy Grant	3
	E. Salkum	3
	F. Citizen's Request for Reconsideration of a Book	3
7	Reports	
	A. Transition Manager	4
	B. Board	4
	C. Management Council Chair	5
8	Other Agenda Items	
	A. 1992 Timberland Friends Forum	5

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M I N U T E S

BOARD MEMBERS PRESENT: Jean Davies, President; Art Blauvelt; Jeanne Church; Carolyn Dobbs; Doris Fourre; Bill Lawrence; Helen Timm

STAFF PRESENT: Liane Bascou; Judy Covell; Mike Crose; Margo Eytinge; Carol Gorsuch; Tom Joselyn; Christine Livingston; Ann Musché; Sally Nash; Sherrill Peterson; Bill Scherr; Mary Ann Shaffer; Mike Wessells

OTHERS PRESENT: Anne Grimm-Richardson; Jane Herman; Judy Indermark; Jim Kirsch; Cathy Maxwell; Monica Smith; Thea Pyle; Alan Richards; Al Richardson; Jack Scharback; Renee Smith; Nancy Stambaugh; Just Thomas; Sue Thomas; Mildred Ziak

President Davies called the meeting to order at 7:45 p.m.

AGENDA ITEM

NO.

1 Introductions were made

2 Public Comments

A. Correspondence

TRL has received several letters regarding last month's agenda item, citizen's request for reconsideration of the book *Daddy's Roommate*.

B. Public Comments

A member of the audience expressed his concern with the large increase in circulation at the Naselle library and the need for additional staff. In response to an inquiry regarding the status of the building, Mr. Crose said there are still a few problems which need to be addressed before final acceptance of the building.

3 Approval of Minutes

92-10 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF FEBRUARY 26, 1992, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll related vouchers for February 1992 amounted to \$363,053.61.

92-11 BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 35094 THROUGH NO. 35285 FOR MARCH 1992 IN THE AMOUNT OF \$316,714.63; DORIS FOURRE SECONDED THE MOTION.

There was discussion about final acceptance of the Dynix system. Mr. Crose assured the board that the Consortium for Automated Library Services is moving toward resolution of the Dynix contract. In the meantime, TRL is

- 4 earning interest on the investments set aside for the final payment to Dynix. There was discussion of the necessity to make repairs to the Service Center.

MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

There was no unfinished business.

- 6 New Business

- A. Interlocal Agreement between Quinault Lake School District and
Timberland Regional Library

TRL received permission from the Quinault Lake School District board to build a library on its grounds. In order to assure TRL's long-term rental of that property, its attorney has recommended that TRL enter into an Interlocal Agreement with the school district for the purpose of authorizing TRL to use the school district's property for the purpose of operating a public library. Once the Interlocal Agreement is in place, TRL would then enter into a 60 year Ground Lease with the school district for a total rent of \$100.

- 92-12 CAROLYN DOBBS MOVED TO DIRECT TIMBERLAND'S TRANSITION MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE QUINAULT SCHOOL DISTRICT; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 92-13 CAROLYN DOBBS MOVED TO DIRECT TIMBERLAND'S TRANSITION MANAGER TO ENTER INTO A GROUND LEASE WITH THE QUINAULT SCHOOL DISTRICT; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- B. Contract for legal services

Craig Hanson of Hanson & Dionne has submitted for the board's consideration a Personal Services Contract under which he would continue representing TRL as he has for the past four years. Mr. Hanson proposes a rate of \$800 per month for legal fees and any hours in excess of 120 at the rate of \$80 per hour (an increase from \$750 per month and \$70 per hour for any hours in excess of 120).

- 92-14 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, 1992, THROUGH MARCH 31, 1993; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- C. LSCA Grant for Raymond Library

Mr. Wessells said there have been many community requests for access to the upstairs of the Raymond library, which contains all of the reference and most of the non-fiction materials. The Raymond City Commissioners voted to apply for an LSCA Title II grant and committed the city to the necessary matching funds to construct an elevator and make the second floor and restroom accessible to handicapped persons. The approval of the TRL Board is required for the application to proceed. Architect Clint Pherson has been requested to do an Americans with Disabilities Act assessment of the building. This project can be accomplished without harming the integrity of the structure of the building which is on the historical register.

6C
92-15

HELEN TIMM MOVED TO APPROVE THE CITY OF RAYMOND'S LSCA TITLE II GRANT APPLICATION; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

D. Literacy Grant

Tom Joselyn, Lacey Community Library Coordinator, has been working with Carol DeMent from the Thurston County Refugee Center on a joint grant application through United Way of America which has been awarded a United Parcel Service Foundation grant to support education and literacy. TRL has funds committed to both family and workplace literacy that could be used as matching funds in a grant proposal. Since this could be staff intensive, Mr. Joselyn would like to see grant funds used for a parttime person to help people from the refugee center use the EJIC at the Lacey library. The proposal would include innovative approaches to involving parents and children in library activities and will fit in nicely with what TRL is doing to promote family and workplace literacy. Mr. Crose added it is also a good way to network with other agencies with similar goals.

92-16

DORIS FOURRE MOVED TO WORK IN COOPERATION WITH THE THURSTON COUNTY REFUGEE CENTER TO SECURE GRANT FUNDING FOR FAMILY AND WORKPLACE LITERACY; JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

E. Salkum

The library district has been working for the past two years to secure a library site in the Salkum area. A local resident offered to donate a one acre parcel to the district, but because of septic and water supply problems, TRL is unable to accept the property. TRL worked in cooperation with Fire Protection District 8 on the purchase of an existing building, but that process came apart because the owner, Security State Bank, was asking too much for the property. Since this building has been vacant for more than a year, TRL recently approached the bank with a tentative offer to purchase. It appears the bank may accept \$100,000 for the property. Architect Ron Rowe believes the building could be purchased, remodeled and furnished to the library's standards for \$300,000, which is considerably less than the \$535,000 TRL has budgeted for the Salkum project. The site is in an ideal location. There is a potential that parts of the building could be leased out to other tenants. Mr. Lawrence suggested Mr. Crose check on the tax assessment for this property.

92-17

CAROLYN DOBBS MOVED TO AUTHORIZE MICHAEL CROSE, TRANSITION MANAGER, TO MAKE AN OFFER OF \$100,000 TO SECURITY STATE BANK, CHEHALIS, FOR THE PURCHASE OF THE LAND AND BUILDINGS LOCATED AT THE SOUTHEAST CORNER OF HIGHWAY 12 AND FULLER ROAD IN SALKUM, LEWIS COUNTY, WASHINGTON. HELEN TIMM SECONDED THE MOTION. BILL LAWRENCE PROPOSED TO AMEND THE MOTION TO MAKE AN OFFER UP TO \$100,000 WHICH WAS AGREEABLE TO MS. DOBBS AND MS. TIMM. MOTION AS AMENDED CARRIED UNANIMOUSLY.

F. Citizen's Request for Reconsideration of a Book

Delphia Braden of Centralia has submitted a citizen's request for reconsideration of the book *Daddy's Roommate*. Mr. Crose said he indicated to Ms. Braden that the board has already heard a complaint about this book at its February meeting and moved to reaffirm its support of the Library Bill

6F of Rights and keep the book in the collection. He placed this item on the agenda as informational only. There was discussion about the board's obligation to hear several complaints on the same book and the board agreed anyone has the right to come to a board meeting and express his or her viewpoints about materials. Mr. Crose will discuss this matter with TRL's attorney. Ms. Davies will then contact Ms. Braden. Ms. Livingston expressed the staff's appreciation for how the board handled this matter at its February meeting. Ms. Davies added that this was an emotional issue with clearly two different viewpoints and she was pleased with how everyone listened to each other.

7 Reports

A. Transition Manager - Michael Crose

January and February 1992 Revenues and Expenditures were presented. Several board members have expressed an interest in attending the American Library Association Conference in June. Barcoding Project - For the past three years, TRL has been processing materials with barcodes instead of OCR labels. It would be to TRL's advantage to convert OCR labels to barcodes on nearly 650,000 items because the light wands which read barcodes are inexpensive and readily available as opposed to light wands which read OCR labels. It is recommended that the libraries be closed for one day over a period of several months to complete this project.

92-18

BILL LAWRENCE MOVED TO AUTHORIZE THE INTERIM MANAGER TO EXERCISE JUDGMENT IN THE CLOSURE OF LIBRARIES TO EXECUTE THE TRANSITION OF OCR LABELS TO BARCODES; JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Wahkiakum County - Thea Pyle reported on a grassroots effort to form a rural library district in Wahkiakum County. The incorporated City of Cathlamet has been approached for its support but city council members are not interested. Ms. Pyle said it is the goal of county residents to get this matter on the November ballot for a county-wide election. If this matter makes the ballot and passes, then the county could contract with TRL for library services. Mason County - Mr. Crose has presented the Mason County Commissioners with a report relating to the cost of library services in that county in response to Garth Getty's viewpoint that Mason County residents are not getting their money's worth in library services. Yelm Library - The City of Yelm is enlarging the Yelm library. The city's future plans call a 20,000 square foot library. Last fall the Human Resources Policy adoption was tabled by the board until negotiations with the Staff Association were completed. It was agreed the board committee will meet again to review the policy before bringing it to the full board for adoption. Naselle - Ms. Musché noted a 98% increase in February's circulation over last year. Mr. Crose and Ms. Shaffer will be reviewing the January-April circulation figures for possible increases in staff and hours of opening. Ms. Musché presented proposed changes in the parking lot. The landscaping project is moving forward and donations of plants are being sought. Ms. Eyttinge commented that the Naselle library has the most active volunteer group in TRL.

B. Board

Ms. Dobbs reported a Director Pre-Search Committee composed of staff, board and Friends representatives, has been appointed and will hold its first meeting on April 20. The committee's tasks include defining the search

7B process, developing the position description and text of the ads. After the Pre-Search Committee completes its work, a Search Committee will be appointed.

C. Management Council Chair - Judy Covell

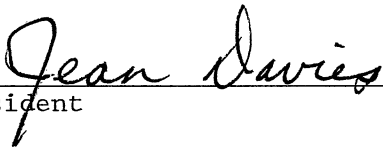
Ms. Covell said it is a goal of the Management Council to have regular communication with the TRL board. Since the board receives minutes of the Management Council's meetings, she asked board members for suggestions to further broaden communication channels between the board and staff. Board members suggested the Management Council Chair focus on one item at board meetings, board members occasionally sit in on meetings, hold a joint retreat once a year, and continue having the Management Council report on the board's agendas.

8 Other Agenda Items


A. 1992 Timberland Friends Forum

Mr. Lawrence requested the oral history section at the Friends Forum be recorded. He expressed the importance of creating a history of TRL.

There was no further business and the meeting adjourned at 9:35 p.m.



President



Secretary