

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Library Building, Board Room, The Evergreen State College, Olympia, WA 98502

April 22, 1992

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A G E N D A

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

STAFF PRESENT: Liane Bascou; Judy Covell; Michael Crose; Margo Eytinge; Carol Gorsuch; Bill Scherr; Kitty Schiltz; Jan Sterner; Rosanne Thompson

GUESTS PRESENT: Bill Timm

President Davies called the meeting to order at 7:45 p.m. Prior to the meeting, Steve Metcalf, Consortium for Automated Library Services System Manager, conducted a tour of the CALS facility.

AGENDA ITEM  
NO.

- 1 Introductions were not necessary.
- 2 Correspondence and Public Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented for Anita Maguire, who completed a term on the Tenino library board.

B. Correspondence

There was no correspondence.

C. Public Comments

Mr. Lawrence heard a comment from a citizen regarding lack of availability of audio/visual equipment in the Centralia library's public meeting room. He feels there is a need to review meeting room policies to determine the minimum standards TRL will establish in the libraries' public meeting rooms. Mr. Crose said the subject of meeting room policies is on the Management Council's May meeting agenda.

Mr. Lawrence has learned that the Aberdeen and Centralia librarians handle some clerical work for their respective cities. He is concerned with the amount of time the librarians spend on tasks they handle for the cities. Mr. Crose said in both instances, the librarians are seen as department heads of the cities. He will look into this matter. Although this is not the norm in all of TRL's libraries, he does not consider it an inappropriate use of the librarians' time.

- 3 Approval of Minutes

92-19 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MARCH 25, 1992, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

4 Vouchers

Payroll and payroll related vouchers for March 1992 amounted to \$365,662.66.

- 92-20 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 35286 THROUGH NO. 35489 FOR APRIL 1992 IN THE AMOUNT OF \$203,605.08; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

5 Unfinished Business

A. Human Resources Policy

A board task force has been working with Bill Scherr on a revision of the Personnel Policy. A Human Resources Policy has been drafted based on input from the board and TRL's legal counsel. Adoption of the policy was delayed until negotiations with the Staff Association were completed.

- 92-21 ART BLAUVELT MOVED TO ADOPT THE HUMAN RESOURCES POLICY AS DISTRIBUTED WHICH SUPERSEDES AND REPLACES THE FIFTH EDITION OF THE PERSONNEL POLICY ADOPTED BY THE BOARD ON APRIL 17, 1980. BILL LAWRENCE SECONDED THE MOTION.

Mr. Scherr reviewed the changes made from the third draft of the policy. In response to a question from the board, Ms. Thompson said the Staff Association has not seen the policy now under consideration. The Staff Association had requested and the board agreed not to adopt the policy until negotiations were completed so items included in the 1980 Personnel Policy could be transferred to the new contract.

MR. BLAUVELT AND MR. LAWRENCE WITHDREW THE MOTION SINCE STAFF HAD NOT SEEN THE LATEST DRAFT OF THE POLICY.

- 92-22 ART BLAUVELT MOVED THAT THE HUMAN RESOURCES POLICY BE REVIEWED AT THIS MEETING FOR DISCUSSION PURPOSES ONLY; THAT ADOPTION OF THE POLICY BE ON THE BOARD'S MAY MEETING AGENDA; THAT BILL SCHERR BE DIRECTED TO PROVIDE THE LATEST DRAFT OF THE POLICY TO THE STAFF ASSOCIATION AND ITS ATTORNEY AND THAT IT BE GENERALLY MADE AVAILABLE TO ALL STAFF FOR COMMENT. BILL LAWRENCE SECONDED THE MOTION WITH THE AMENDMENT THAT THE POLICY NOT BE SENT TO THE STAFF ASSOCIATION'S ATTORNEY SINCE THAT IS THE FUNCTION OF THE STAFF ASSOCIATION; MR. BLAUVELT AGREED TO AMEND HIS MOTION TO PROVIDE TWO COPIES TO THE STAFF ASSOCIATION PRESIDENT. MOTION AS AMENDED CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

6 New Business

A. Freedom to View

On December 18, 1980, the TRL Board adopted the Freedom to View statement which was originally drafted by the Freedom to View Committee of the American Film and Video Association and adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Mr. Crose said adoption of the updated policy is a "housekeeping" matter since TRL is trying to keep the policies which the board adopts current with the language of national library and library support organizations.

6A  
92-23

BILL LAWRENCE MOVED TO ADOPT THE FREEDOM TO VIEW STATEMENT AS UPDATED AND APPROVED BY THE AMERICAN FILM AND VIDEO ASSOCIATION BOARD OF DIRECTORS IN 1989; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

B. Reciprocal Use Agreement with Whatcom County

The director of the Whatcom County Library, which is headquartered in Bellingham and serves county residents through 11 branches, has asked if TRL would consider entering into a reciprocal use agreement with that county's system. TRL's Long Range Plan states that TRL will "Expand the library's cooperative activities with other libraries and community agencies" and should "Improve the provision of library services available to local residents by working cooperatively with non-Timberland libraries."

92-24

ART BLAUVELT MOVED TO ENTER INTO A RECIPROCAL USE AGREEMENT WITH WHATCOM COUNTY RURAL LIBRARY DISTRICT; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. (Carolyn Dobbs had not yet arrived and did not vote on the motion.)

C. Charges for Database Searching

The board has had discussions about the need for charging library patrons for lengthy database searches. This discussion was tabled until the district's central reference department was operational and the impact of a fee based service could be assessed. The reference services department has recommended the following: online searches will be done for TRL cardholders for which the public library is their primary library; TRL staff will decide when, or if, an online search will be done in response to a patron's request; TRL will not charge for online searching unless an exhaustive search is required (25 citations with abstracts, 50 citations without abstracts or an equivalent number, time or cost); patrons will be charged a \$20 administrative fee and all online and/or offline postage charges when an exhaustive search is required on a subject. An exhaustive search could take up to one hour which includes preparation time, search strategy, consultation with the patron, and time on the computer. Only the reference librarians in central reference will handle the searches. Ms. Sterner stressed that this fee based service would be rare and only used in response to specific questions. She shared some of the searches central reference has done using databases as a reference tool.

Ms. Dobbs arrived in the middle of this discussion at 8:05 p.m.

Ms. Timm said she would prefer that TRL refer patrons to businesses that handle exhaustive searches for a fee rather than TRL setting up a fee based service. She expressed concern with the amount of staff time involved and that it would open the door to other fees which only an elitist group of people could afford. Mr. Blauvelt countered that TRL provides this service free to a certain limit. Does TRL send business to someone outside the library or collect a fee which would help supplement the cost of the databases in the library? He said TRL staff will have done most of the work already before referral to another business. He compared a database search which would be unique to one patron and would probably not be duplicated in the future with a book which is available to everyone. Ms. Fourre felt people will be willing to pay this fee and pointed out there are many areas in TRL which do not have a commercial source for database searches. Ms. Dobbs said TRL has not stated in its Long Range Plan that it is a research institution

6C for exhaustive searches. She asked what is the principle TRL will use to make the distinction between when it is O.K. to charge a fee and when it is not O.K. to charge a fee. She felt charges for database searches would be comparable to ILL charges and agreed with Mr. Blauvelt's opinion that database searches are unique to one patron. Mr. Lawrence said administrative costs will accelerate faster than the tax dollars will allow the district to expand. He thinks TRL will have to eventually charge fees in order to provide more service and more opportunities for service. He suggested the Management Council look at projected income figures vs. growth in service. It was agreed this topic will be on the board's May meeting agenda. The board requested patrons, local library boards and staff give the board input on this topic and some specific recommendations. Ms. Sterner said she hopes the board will make a decision on this matter soon. Staff need a policy in order to tell patrons what can or cannot be done. State Library reference staff are also requesting what TRL's policy is in this matter. With the possible cutback of public service by the State Library, Ms. Sterner foresees an increase in TRL's reference services.

D. Board Retreat

92-25 HELEN TIMM MOVED THAT THE BOARD MEET FOR A RETREAT WITHIN THE NEXT TWO MONTHS; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The board agreed to hold a joint retreat with the Management Council on June 8. Board members will meet by themselves in the morning, and will have lunch and meet with the Management Council in the afternoon. Time and location will be determined.

7 Reports

A. Transition Manager - Michael A. Crose

Now that the transition period has passed, the board agreed that Mr. Crose's title should be Acting Director instead of Transition Manager.

The March 1992 Revenues and Expenditures report was presented. Since personnel expenditures are higher than anticipated, Mr. Crose and Mr. Scherr will be reviewing these costs for planning the addition of staff later in the year. The first quarter circulation report was not yet available, but Mr. Crose noted a 32% increase over the first quarter in 1991. He expressed concern with how TRL is going to deal with its success and the stress this success puts on the staff. Several board members and staff reported on their attendance at the joint conference of the Oregon and Washington Library Associations. The graphics department submitted several applications at the conference and won a Best of Show award for 1991 summer reading program materials.

B. Board

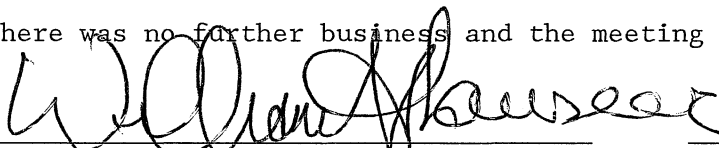
Ms. Dobbs gave a report from the Director Pre-Search Committee, which held its first meeting on April 20. The committee began work on its five tasks--develop a position description, develop an ad for the position, determine where to place the ad, determine a structure and timelines for the search process, and determine the makeup of the Search Committee. The Pre-Search Committee expects to finish its work and make recommendations to the full board at its June 17 meeting. The committee needs to have a sense of the size of the budget allowed before recommendations can be made. Costs could include

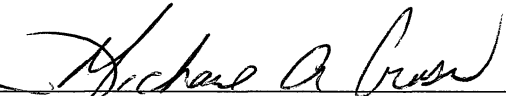
7B paying for finalists' travel expenses to come for an interview, the ads, using a consultant to do reference and background checks, and sending someone to the site where a finalist is currently working. The committee also needs clarification of the role the full board will play in the search itself. There was discussion about the board's participation in the director search process. The Pre-Search Committee will make a recommendation to the full board based on that discussion. The February board minutes were reviewed in which Ms. Timm, Mr. Lawrence and Mr. Blauvelt were appointed to serve on the Search Committee. It was agreed others on the committee should represent Friends, local library boards, staff, and county officials. Anyone interested in serving on the Search Committee should contact the Service Center.

C. Management Council

Ms. Covell said the use of committees in the Management Council is working well and she thinks there is a positive outlook among Management Council members. She asked Ms. Sterner to give a report on central reference. Ms. Sterner reported the central reference department at the Olympia library has been in operation since February 3. It is staffed by Ms. Sterner and three other reference librarians in the district, and a 3-hour per day clerical support person. Central reference handled 217 questions with a three-day turnaround in February, and 233 questions with a two-day turnaround in March. Central reference allows a quicker response time to patrons and better use of staff time. Ms. Sterner said the reference librarians do excellent work and have received further training in online searches. There has been a positive response from patrons who have received information through central reference.

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

  
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President

  
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Acting Director