

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING  
William G. Reed Public Library, 7th & Alder, Shelton, WA 98584

June 18, 1992

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M I N U T E S

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

BOARD MEMBER EXCUSED: Jeanne Church

STAFF PRESENT: Liane Bascou; Patty Bergman; Judy Covell; Mike Crose; Mike Dinkins; Margo Eyttinge; Carol Gorsuch; Val Jester; Sandra Kersley; Karen Kieselbach; Tim Mallory; Chris Peck; Michael Potts; Mary Ann Shaffer; Jan Sterner; Nancy Triplett; Jay Windisch; Barbara Winfree

GUESTS PRESENT: Joan Eaton, Shelton Board; Ev Fourre, Olympia; Jane Gruver, Shelton Board; Louis Hough, Ilwaco/Ocean Park Friends; Amory Peck, Tumwater Board; Irene Robbins, Shelton Friends

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

AGENDA ITEM  
NO.

1 Introductions

The new Reference Librarians, Michael Dinkins (Centralia) and Timothy Mallory (Aberdeen) were introduced. Mr. Dinkins attended The Evergreen State College, was in charge of the Hoodspert library, and obtained his library degree at the University of Washington. Mr. Mallory received his MLS from the University of California at Berkeley and worked at the Shasta County Library prior to coming to TRL.

2 Correspondence and Public Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented for Raymond/South Bend staff member Linda Portrey, who after 10 years is leaving TRL and moving to Idaho.

B. Correspondence

There was no correspondence.

C. Public Comments

There were no public comments.

3 Approval of Minutes

92-32 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF MAY 27, 1992, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll related vouchers for May 1992 amounted to \$350,677.89.

4  
92-33

CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 35727 THROUGH NO. 35927 FOR JUNE 1992 IN THE AMOUNT OF \$199,881.76; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Charges for library services

The TRL Board has discussed charges for database searching at its April 22 and May 27 meetings. The discussion has been expanded to charges for other services which can be identified as above and beyond basic library services (for instance, 900 access to TRL's database, institutional access, interlibrary loans). Mr. Crose recommended the board adopt a policy which allows staff to determine charges for library services which are considered extraordinary. He suggested that TRL staff over the next several months attempt to develop a profile of a typical library patron in order to define basic and extraordinary library services. There was discussion of whether the board should adopt a policy or guidelines. It was agreed the policy or guidelines should state the concept of charges for services rather than listing specific services. Mr. Lawrence will draft the wording for the board's consideration at the July 22 meeting.

B. Thurston Community Television (TCTV)

When the plan for the Lacey library was being developed, a space was provided for a video facility to be operated by TCTV. Plans for the facility were put on hold because of difficulties defining who in TRL would be able to use the equipment housed at the library. Also there was concern about a nominal fee for individual membership in TCTV. The TCTV Board is meeting this evening to discuss a draft of an agreement that would allow TRL to participate in TCTV as a jurisdictional member. Such membership would allow residents from throughout the five TRL counties access to the video facility for the purpose of developing library related programming. Access to electronic production is another tool which fits with TRL's support of literacy efforts. Mr. Crose recommended the board agree to the jurisdictional membership if the Letter of Agreement is approved by the TCTV board.

92-34

HELEN TIMM MOVED TO AUTHORIZE TRL'S ACTING DIRECTOR, MICHAEL GROSE, TO IMPLEMENT THE AGREEMENT WITH THURSTON COMMUNITY TELEVISION IF THE TCTV BOARD AGREES TO THE LETTER OF AGREEMENT; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Director Pre-Search Committee's Recommendations

The Director Pre-Search Committee has developed for the TRL Board's consideration a proposed Library Director position description, drafted an ad and submitted recommendations of where to run the ad, and recommended a structure for the search process and the make-up of the Search Committee. Members of the Pre-Search Committee who were present joined the board and each document was reviewed. Board members made several recommendations for changes.

The meeting recessed at 9:25 p.m. and reconvened at 9:45 p.m.

6A  
92-35

HELEN TIMM MOVED TO ACCEPT THE SEARCH PROPOSAL DEVELOPED BY THE PRE-SEARCH COMMITTEE, AS AMENDED; ART BLAUVELT SECONDED THE MOTION.

Mr. Lawrence expressed concern that the motion not restrict the board members if they wish to make further modifications. Ms. Dobbs felt further modifications would not be difficult as long as it was done in an open manner.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Management Council Chair - Judy Covell

Ms. Covell said that over the past several months, one of the most important issues which emerges in all of the training sessions and retreats is communication. Two Management Council committees have been working on issues related to communication.

The Performance Appraisal System Committee adopted as its mission statement development and implementation on January 1, 1993, an Employee Performance Appraisal System within TRL that will be effective, efficient, and promote ongoing dialogue between supervisor and employee regarding performance, productivity, needs of the employee and needs of the organization. Mr. Scherr, Chair of the committee, has gathered various materials for the committee's review, including performance appraisal theories, philosophies, and samples of other organizations.

Ms. Eyttinge reported that the Training Committee's goals are to assess and address the training needs of TRL; develop an ongoing training and development program; create and revise training guides/manuals to ensure consistency and quality. The committee will be conducting a needs assessment throughout the district and is particularly looking at staff rotation. Committee members will investigate the Dynix training lab at Pierce County Library and will look into Tacoma Public's training program. The committee is discussing ideas on training styles and the need for a good size training budget.

Mr. Lawrence commented that there should be an award and recognition system built into the evaluation program. He suggested Friends groups consider establishing a recognition fund, plus there are other non monetary ways of honoring employees. Ms. Covell said there is another Management Council committee which is addressing employee recognition. Mr. Lawrence said he hopes to hear reports in the future which touch on operations in the libraries which make the system better for the patrons.

B. Acting Director - Michael Crose

The May 1992 Revenues and Expenditures report was presented. Mr. Crose reported on revenues and expenditures to date in various areas and compared them to last year's receipts. He anticipates both revenues and expenditures will be very close to the budgeted amounts. Since property values in the district are going up rapidly, TRL will be able to take advantage of the 106% limitation in 1993. However, Mr. Crose said we need to be cognizant of the possibility of a property tax limitation initiative on the November ballot. The materials budget is overspent but Mr. Crose plans to make a recommendation

7B later in the year to add more in this area. Also, this year's TCI Cablevision campaign will provide additional funds for materials. Managment Council Training, which focused on team building, took place on June 1 with The Effectiveness Institute. The Management Council is working more effectively and communication is improving among all of the staff. The TRL Board/Management Council Retreat on June 8 provided another opportunity to open up communication. The Raymond LSCA Grant to renovate the library to make it handicap accessible was approved by the Washington State Library Commission. Mr. Crose and Ms. Davies met with Bay Center residents regarding their desire for a library in the area. Some members of the community are very interested in establishing a community center, which would include a library, and are holding fund raisers and looking into grants to reach that goal. If that goal is reached, TRL could install an OPAC. Bay Center residents are also considering a donated materials collection. Mr. Crose reported the first part of the barcoding project has been completed. This project provided a good opportunity for staff exchange and use of volunteers. Over 195,000 items were coded and there are still over 450,000 items which still need coding. Mr. Crose will deal with the additional items at an administrative level with a goal to complete the project by the end of the year. Mr. Crose met with the Elma mayor, Chris Livingston, and Jerri Ferrier regarding the Elma Library building project. They discussed a strategy to go to the voters with a bond issue to build a 4,500 square foot building. There is a sign on the future site of the new Tumwater Library. Mr. Crose understands the city will go to the voters with a bond issue in February 1993. The Yelm Library building project is moving along nicely. Ms. Winfree reported this year's Summer Reading Program is off to a good start. Two libraries have already exceeded last year's total signups, 6 libraries are halfway to meeting last year's signups, and four are at one-third of last year's signups. The program booklet is a success. Mr. Potts reported that the art frieze at the Shelton Library was dedicated on Saturday after many months of planning, assembling and installing. Interviews for the vacant Community Library Coordinator position have been completed. Ms. Kieselbach expressed the Shelton staff's appreciation for having an opportunity to meet the candidates. Ms. Shaffer added that the interview team of Mr. Crose, Ms. Peck, Ms. Jester and herself expect to make the hiring decision after this meeting. She commended the Shelton staff for their excellent work in maintaining the daily operations of the library.

There was no further business and the meeting adjourned at 10:30 p.m.

  
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PRESIDENT

  
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SECRETARY