

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

July 22, 1992

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M I N U T E S

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

BOARD MEMBER EXCUSED: Carolyn Dobbs

STAFF PRESENT: Liane Bascou; Claire Christiansen; Mike Crose; Margo Eytinge; Carol Gorsuch; Faith Hagenhofer; Tom Joselyn; Sandra Kersley; Ione Mason; Kitty Schiltz; Mary Ann Shaffer; Betty Sholund; Jan Sterner; Jay Windisch; Barbara Winfree

GUESTS PRESENT: Ruby Gerard, Volunteer; Helen Hepp, Montesano Library Board; Bert Kutu, Centralia; Bill Lawson, TCI Cablevision; Jan Nontel, Centralia Library Board; Dorothy O'Loughlin, Volunteer; Nina Perozzo, Centralia Library Board

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

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Special Presentation

In 1989 TCI Cablevision of Washington, Inc. and Timberland Regional Library formed a "vision-ary" partnership to promote the use of books and videos as complementary learning tools. Since this partnership was formed, TCI has presented to TRL each year donations resulting from the National Cable Month/National Library Week campaign held in April. This evening's presentation of \$15,980 is from TCI's Thurston/Mason Counties area campaign. The donations from the Aberdeen, Twin Cities and Raymond campaigns will be made in their respective areas.

- 92-36 DORIS FOURRE MOVED TO ACCEPT WITH DEEP THANKS AND APPRECIATION THE GIFT OF \$15,980 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. Gorsuch said that for the past four years TCI has generously donated a portion of their April National Cable Month revenues to TRL in support of TRL's literacy programs. Ms. Shaffer added that these donations have enhanced TRL's video collection considerably and placed special literacy collections in the libraries. This evening's donation will help TRL continue with its program to encourage lifetime learning skills. Mr. Crose stated this partnership with TCI has been of tremendous benefit to library users. Bill Lawson, Area Manager for the Olympia office of TCI, which includes Thurston and Mason Counties, presented the \$15,980 check to President Davies. Mr. Lawson said TCI cannot think of a better way to have a direct impact on the communities it serves than through its partnership program with TRL.

- 3 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented for Ray Church, Ruby Gerard, and Dorothy O'Loughlin. These awards are presented in recognition of volunteers

- 3A over sixty through a combined community effort. The Retired Senior Volunteer Program coordinates the nominations. KGY radio announces the nominee each week. Arnold Enterprises donates the plaques and TRL has the honor of presenting the plaques.

Ms. Eyttinge shared the comments she had submitted in her nominations of these three volunteers:

"Ray volunteers because he loves the warm fuzzies and the need to be wanted. He began by purging discarded books from the Service Center files two days a week, but wanted more of that good feeling. . . . Ray added a new volunteer role--Volunteer Coordinator for Lacey's Timberland Library. . . ."

"For many years, Ruby has been a Friend of the Tenino Timberland Library, baking cookies for the annual Silver Tea and helping with book sales. She also consistently comes in once or twice a month to straighten and dust the library shelves and water the plants--a job the staff is most thankful for. . . 'Ruby's dedication to her work here is very inspiring,' says the staff at the library. 'We are delighted to let her know how much we appreciate her.'"

"For the last eleven years Dorothy O'Loughlin has been delivering Library materials to the homebound patrons of Thurston County. . . She currently visits 5 rest homes, 3 retirement homes, 1 home for the developmentally disabled, 20 individual homebound patrons and Dorothy also is the liaison for the Library for the Blind. Volunteers like 'Dorothy O.' who put in a 20 hour week make a difference in a lot of peoples' lives."

Ms. Gerard and Ms. O'Loughlin were present to accept their plaques.

B. Correspondence

Mr. Lawrence mentioned the letter he referred to at the May 27 board meeting which he received from Bert Kutty of Centralia concerning Mr. Kutty's views and thoughts about the types of materials which he thinks should appear in the libraries. Mr. Crose responded by letter to Mr. Kutty explaining TRL's selection procedures.

C. Public Comments

Mr. Kutty expressed his concerns that there appears to be more economic data available in higher income areas than in lower income areas. He would like to see the information base broadened so that people, whether they live in cities or in the country, will understand they have the same problems. There was discussion about the role of the Education Job Information Centers in six of TRL's libraries which focus on basic skills. With TRL's limited budget, staff attempt to select materials which provide a broad representation of information to meet the needs of all the people TRL serves. Ms. Kersley said TRL is currently going through its periodical selection process and she has included for consideration several of the items Mr. Kutty has suggested. She said the larger libraries also actively collect free documents for their pamphlet files. The Aberdeen library has a government documents collection. TRL's central reference department can obtain specific information through dialup searching in lieu of purchasing specific materials. The State Library has all federal and state documents which are printed and also collects documents from other states.

4 Approval of Minutes

- 92-37 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JUNE 18, 1992, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. ART BLAUVELT, HELEN TIMM, DORIS FOURRE, BILL LAWRENCE, AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; JEANNE CHURCH ABSTAINED. MOTION CARRIED.

5 Vouchers

Payroll and payroll related vouchers for June 1992 amounted to \$358,343.23.

- 92-38 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 35929 THROUGH NO. 36134 FOR JULY 1992 IN THE AMOUNT OF \$180,568.09; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

A. Charges for library services

The TRL Board has discussed charges for library services at its last three meetings. At its June meeting, it was agreed Mr. Lawrence would draft language for a policy/guidelines for charges for library services for the board's consideration. Mr. Lawrence noted the draft policy statement does not identify either basic or those special library services that may be subject to fees. The differences between what are basic and special services will change through time due to availability of resources to provide services. This policy places the responsibility for identifying a need for fees on TRL management. The draft language was discussed and two modifications were suggested.

- 92-39 HELEN TIMM MOVED TO ACCEPT THE DRAFT LANGUAGE, AS MODIFIED, FOR POLICY/GUIDELINES FOR CHARGES FOR LIBRARY SERVICES; JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

The policy is as follows:

"It is the policy of the Timberland Regional Library Board of Trustees that basic library services will be provided, on request, to all library patrons holding an authorized library card. Authorized library cards are current cards issued by TRL to residents of the TRL district or current cards issued by those library systems that have reciprocal agreements with TRL.

"Extraordinary library services that patrons request may be subject to special fees. The fee schedule for such services that can be provided by TRL will be determined by TRL Management and approved by the TRL Board.

"Before the Board approves a schedule for special fees, the need to do so will be reviewed in public meetings held within the library district. Fee schedules when approved will be posted in all district libraries and supplied to individuals upon request."

7 New Business

A. Director Search Committee appointment

The Director Pre-Search Committee has completed its tasks. At its June meeting, the board accepted the search proposal developed by the Pre-Search Committee, as amended. The documents have been revised pursuant to the

7A board's recommendations. The board needs to appoint the Search Committee.

Mr. Blauvelt reported that the three TRL Board representatives on the committee will be himself, Ms. Timm and Mr. Lawrence. Mr. Blauvelt and Ms. Timm will serve as co-chairs of the committee. Ms. Timm will conduct the meetings and Mr. Blauvelt's role will be to provide information to groups and conduct meetings in Ms. Timm's absence. The recommended slate of membership on the committee is as follows: Mike Wessells, Judy Covell, Chris Peck and Barbara Durney to represent staff; Barbara Norton and Jim Leslie to represent Friends; Janelle Williams and Russell Hupe to represent local library boards. The board is requested to authorize Mike Crose to release the job announcement and begin advertising the position, and authorize Liane Bascou to notify those appointed to the committee. The first meeting is scheduled on August 26, 5:30 p.m., at the Service Center.

There was discussion whether people other than committee members may observe the meetings of the committee. So there will not be a quorum of the TRL Board, which would require notification in the media, it was agreed that no more than three TRL Board members may attend the committee's meetings. Since the committee's work is a personnel process, Mr. Crose will check with TRL's attorney regarding attendance at meetings by non-committee members and communicate the attorney's recommendation to staff and board members. Board members requested Mr. Crose have TRL's attorney review the position announcement to make sure it conforms to the law. It was suggested Mr. Crose serve as ex officio member of the committee.

92-40 ART BLAUVELT MOVED THAT THE BOARD OF TRUSTEES AUTHORIZE MIKE CROSE TO SUBMIT THE JOB ANNOUNCEMENT TO CRAIG HANSON FOR REVIEW AND APPROVAL AND THAT ANY CHANGES MADE BY MR. HANSON TO CONFORM TO THE LAW ARE AGREEABLE; UPON MR. HANSON'S APPROVAL MR. CROSE IS AUTHORIZED TO RELEASE THE JOB ANNOUNCEMENT AND ADVERTISE THE POSITION. HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

92-41 ART BLAUVELT MOVED THAT THE BOARD APPROVE A SEARCH COMMITTEE CONSISTING OF HELEN TIMM AND ART BLAUVELT AS CO-CHAIRS, BILL LAWRENCE, MIKE WESSELLS, JUDY COVELL, CHRIS PECK, BARBARA DURNEY, BARBARA NORTON, JANELLE WILLIAMS, JIM LESLIE, RUSSELL HUPE, AND MIKE CROSE AS EX OFFICIO MEMBER; BILL LAWRENCE SECONDED THE MOTION.

Mr. Blauvelt said an attempt has been made to provide a good representation throughout the five counties with at least two members from each county. The sizes of the libraries and multiple responsibilities of the staff were considered. On behalf of the board, Ms. Davies thanked everyone who volunteered to serve on the committee.

MOTION CARRIED UNANIMOUSLY.

92-42 ART BLAUVELT MOVED TO DIRECT LIANE BASCOU TO NOTIFY THOSE WHO HAVE BEEN APPOINTED TO THE SEARCH COMMITTEE AND REQUEST THEIR ATTENDANCE AT A MEETING ON AUGUST 26, 5:30 P.M., AT THE SERVICE CENTER; THAT HELEN TIMM SEND OUT AN AGENDA PRIOR TO THE MEETING. BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Mr. Lawrence said it needs to be recognized that Ms. Bascou has primary responsibilities to act as secretary to the board and if the workload as a result of the search process becomes unbearable, a managerial decision should be exercised to hire someone to support her beyond Jeanne Lyon. Ms. Timm requested that Ms. Bascou's notification to the committee members include mention of the reimbursement of travel expenses.

- 7A Ms. Christiansen relayed some staff's concern that the search process not drag on too long because the unknown and anticipation of change is difficult for staff. Mr. Blauvelt said the board appreciates the staff's feelings, but the experience of other organizations in searching for executives is to take the time to do it right. Ms. Shaffer said staff are also expressing appreciation for the time the board is taking to hire a new director. Mr. Lawrence said as a board member, he also is experiencing the same apprehensions.

There was discussion of whether minutes of the committee's meetings will be made available. Mr. Blauvelt said he feels it is appropriate for the committee to keep minutes of its thinking process for the committee's use and that reports of the committee's progress will be made at monthly board meetings.

- B. Resolution relating to an increase in the authorized advance of travel fund

In 1971 the TRL Board authorized the establishment of an Advance of Travel Fund, limited to \$375. The authorized amount of this fund was increased to \$1,000 by board action in September 1979. This amount is inadequate because of the rising costs for transportation, meals and lodging. It is recommended this fund be increased from \$1,000 to \$5,000 aggregate.

92-43

ART BLAUVELT MOVED TO APPROVE RESOLUTION NO. 92-01 WHICH SUPERSEDES AND REPLACES RESOLUTION NO. 29, DATED 21 JULY 1977, AND RESOLUTION NO. 79-16, DATED 20 SEPTEMBER 1979, AND RELATING TO AN INCREASE IN THE AUTHORIZED ADVANCE OF TRAVEL FUND; HELEN TIMM SECONDED THE MOTION.

Mr. Crose explained that when several TRL Board and staff request attendance at conferences, the advance of travel fund is not sufficient to cover requests. The fund is carefully monitored by the auditor's office. Mr. Crose is in the process of developing stringent guidelines for use of the fund.

MOTION CARRIED UNANIMOUSLY.

8 Reports

- A. Management Council Chair - Tom Joselyn

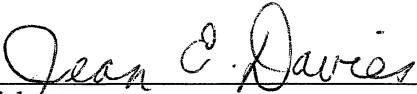
Mr. Joselyn reported that some of the issues the council is dealing with concern services, access and communities' needs. The Circulation Committee submitted to the council its proposed guidelines for procedures and a policy to empower frontline staff to make decisions. These guidelines are available for staff input and will be discussed at the next Management Council meeting. The council discussed a proposed meeting room policy which will provide the ability to each library to meet the needs of each community. Other access issues being discussed by the council concern the Americans with Disabilities Act and the impact by the Morristown case on TRL's patron behavior policy. Mr. Joselyn said the committee structure is working well and the overall feeling is that the council is functioning productively.


- B. Acting Director - Michael A. Crose

Mr. Crose submitted the June 1992 Revenues and Expenditures report. The January-June 1992 Circulation Report shows marked increases in the use of juvenile, young adult and audio-visual materials. Mr. Crose plans an analysis of the use and condition of TRL's collection. Several staff and TRL

- 8B Board members attended the ALA Conference. Reports focused on the impressive exhibits and technology available; the interesting and dynamic speakers; the interactions with others at the conference; the severe funding problems California libraries are experiencing; issues concerning service to diverse populations; complex social issues which library staff are facing; working conditions; pre-conference on learning, literacy and libraries; how to build or remodel libraries to keep down crime incidents. Ms. Shaffer will distribute to staff and the TRL Board the list of cassette tapes which TRL has ordered from the conference in the event they wish to order additional tapes. The tapes will be available from the Service Center to anyone interested. Ms. Winfree referred to the Summer Reading Program statistics comparing this year's signups with 1990 and 1991. As of July 16, 14,285 have signed up, which is more than signed up for the entire summer in 1991. Attendance at programs has more than doubled, even in the small libraries, and the professional performances are enjoyable. Mr. Crose referred to the draft of the Collection Development Policy and the Meeting Room Policy, both of which will be on the Board's August agenda for discussion. Other policies being developed for the Board's future consideration include a bid process for the purchase of materials, equipment, services and supplies; process for disposition of surplus property; travel and subsistence reimbursement policy; and policy relating to use of the advance travel fund. Several building projects are underway. Ms. Hagenhofer reported the contractor's work is on schedule on the Yelm building project; however, the opening will be postponed because of a delay of the new shelving. There is a lot of support and excitement from the community. Mr. Crose reported a bid from Lincoln Construction, Spanaway, of \$251,900 for the new Service Center roof has been accepted. The first phase of the landscaping at Naselle has been completed. The water problem at Amanda Park will be solved by fall. The in-house portion of the state audit has been completed with no apparent findings. There will be an opportunity during the exit interview for board members to talk to the auditor about any concerns the auditor may have. Mr. Crose hopes a general finding will be included in the audit to develop a statewide panel to work on a standardized accounting system for libraries. A CALS Long Range Plan is suggested which will be coincidental to TRL's budget planning. Mr. Crose is concerned that the Dynix system is reaching its capacity, although it is a modular system which can be expanded. There are currently 28 ports available for immediate use, 3 of which have been loaned to The Evergreen State College and 3 to 5 more may be loaned on a temporary basis. Mr. Crose will be making recommendations to the TRL Board on where he thinks the system is going in the next five years. Mr. Lawrence said he would feel more comfortable if there is a letter of agreement regarding this loan of ports to TESC so there is a proper paper trail. Mr. Crose said the loan to TESC is documented; however, he was remiss in not discussing this matter with the TRL Board prior to the loan. He referred to the 1993 operating budget revenue projections report recently sent to the board. The staff have requested more information about the budget process so they are more conversant about revenue sources and expenditures. He will be preparing an equal level of explanation in the expenditures portion of the budget. There has been a suggestion to change the order of the board's agenda so matters of interest to the general public will occur earlier in the meeting. Mr. Crose will review the board's Bylaws.

There was no further business and the meeting adjourned at 9:40 p.m.

  
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President

  
\_\_\_\_\_  
Secretary