

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Yelm Middle School, Administration Building, Board Room
404 Yelm Ave. W., Yelm, WA 98597

August 26, 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; Kristin Blalack; Mike Crose; Barb Durney; Carol Gorsuch; Faith Hagenhofer; Chris Peck; Bill Scherr; Kitty Schiltz; Yvonne Seidler; Barbara Winfree

GUESTS PRESENT: Bill Elledge, Yelm Library Board; Christie Gorman, Yelm Library Board; Eugenia Hughes, Yelm Library Friends; Ruth Jacobson, Yelm Library Friends; Sharon McBride, Yelm Library Friends; Bill Timm, Union

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Special Presentation

At its July meeting, the TRL Board of Trustees accepted a gift of \$15,980 from TCI Cablevision of Washington, Inc. for the Thurston County area campaign held in April during National Cable Month/National Library Week. On August 3, TCI Cablevision presented \$2,110 to TRL representatives for the Centralia/Chehalis area campaign; and on August 25, \$4,500 was presented to TRL representatives from TCI's Aberdeen office. These funds will be used to promote literacy and purchase lifetime learning materials for Timberland libraries.

Mr. Crose said TRL has received over \$55,000 from TCI Cablevision since the "vision-ary" partnership was formed between TRL and TCI. A portion of TCI's campaign for new subscribers each April is donated to TRL to use for its literacy program.

- 3 Correspondence and Public Comments

A. Certificate of Appreciation

A Certificate of Appreciation was presented for Judy Bowe, who has completed her term on the Westport Library Board.

B. Correspondence

There was no correspondence.

C. Public Comments

There were no public comments.

4 Approval of Minutes

92-44 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF JULY 22, 1992, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Vouchers

Payroll and payroll related vouchers for July 1992 amounted to \$361,193.65.

92-45 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 36135 THROUGH NO. 36340 FOR AUGUST 1992 IN THE AMOUNT OF \$240,609.58; ART BLAUVELT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. Policy on Public Use of Meeting Rooms

This policy on public use of meeting rooms will supersede the board's meeting room policy established by Resolution No. 26 adopted 12/19/74 and amended by Resolution No. 79-18 adopted 11/15/79. The Management Council has reviewed the policy and recommends it be adopted by the TRL Board. The policy has also been reviewed and approved by TRL's attorney.

92-46 BILL LAWRENCE MOVED TO APPROVE RESOLUTION NO. 92-02 CONCERNING PUBLIC USE OF MEETING ROOMS FOR TIMBERLAND REGIONAL LIBRARY OWNED/LEASED LIBRARIES WHICH SUPERSEDES RESOLUTION NO. 26 ADOPTED DECEMBER 19, 1974, AND RESOLUTION NO. 79-18 ADOPTED NOVEMBER 15, 1979; HELEN TIMM SECONDED THE MOTION.

Mr. Crose explained this policy only applies to TRL owned or leased buildings, but it can be used as a guideline for city owned facilities. Local library boards develop meeting room policies for city-owned facilities.

While on the subject of meeting room policies, Mr. Crose advised the board that after six months of appeals and negotiations, TRL will be required by the Human Rights Commission to pay a \$1,000 fine to Norma Rulison. This fine is the result of a complaint made by Ms. Rulison to the Human Rights Commission regarding use of the Shelton library meeting room. A multiple sclerosis support group had been using the Shelton library meeting room on a regular basis for some time. TRL's meeting room policy in place at the time was used by Shelton staff who indicated to the group it was not an appropriate use of the meeting room because the meetings of the group were not of general interest to the public, regularly scheduled meetings are not allowed in library meeting rooms and there was not staff time available to set up and take down chairs for the group. These issues are addressed in the proposed new meeting room policy.

MOTION CARRIED UNANIMOUSLY.

7 B. Collection Development Policy

Over the past several months, several TRL staff have been working on a Collection Development Policy for the library district. A draft of the policy was made available to the TRL Board at its July meeting. That draft was discussed by the Management Council at its August meeting and several minor changes were made.

Ms. Seidler, Collection Development Coordinator, said she attended an ALA sponsored collection development seminar in 1985 at the University of Washington which involved several days of intensive study of collection development policies. TRL also received a Fred Meyer Charitable Trust grant for a database program which allowed TRL to evaluate its collection. This was the beginning of TRL's work on the development of a policy. The staff responsible for developing the Collection Development Policy include Yvonne Seidler, Andy Bartels, Barbara Winfree, Jan Sterner, Tom Jöselyn, Claire Christiansen, and Judy Covell. Ms. Seidler also commended Ms. Bascou for typing and formatting several drafts of the document. She said the document is designed to provide information on how TRL develops its collection. It includes all related policies which have previously been adopted by the TRL Board.

Mr. Crose commended the staff who drafted the policy. He suggested the TRL Board adopt a policy which provides that TRL will have a Collection Development Policy which will be used as the administrative document. The Collection Development Policy can then be administratively updated.

Ms. Seidler pointed out the change in language regarding gifts and memorials suggested by the Management Council and explained the differences between gifts, memorials and donations. Mr. Blauvelt asked for and was given assurance that the language regarding memorials is the language which was adopted after the Montesano Library Board raised concerns about its memorial collection.

92-47

BILL LAWRENCE MOVED THAT THE TIMBERLAND REGIONAL LIBRARY BOARD OF TRUSTEES ADOPT A POLICY THAT TIMBERLAND REGIONAL LIBRARY WILL HAVE A COLLECTION DEVELOPMENT POLICY THAT WILL BE UPDATED PERIODICALLY AS NEEDED AND RECOMMENDED BY THE MANAGEMENT COUNCIL; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Book Selection Policy

The Book Selection Policy adopted by the TRL Board of Trustees has been included in the Collection Development Policy. The Management Council has recommended a change in the wording of the Gifts section of the Book Selection Policy as follows: Delete the sentence "Materials purchased from memorial funds and materials given to the library district as memorials will be housed in the library designated by the donor, if the donor so desires." Add the sentence "Timberland will make every effort to place materials purchased from memorial or gift funds in the library designated by the donor."

92-48

BILL LAWRENCE MOVED TO ACCEPT THE CHANGE IN WORDING AS PRESENTED AND ADOPT AN AMENDED BOOK SELECTION POLICY; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

8 Reports

A. Director Search Committee

Mr. Blauvelt reported the first meeting of the Search Committee was held earlier today. Introductions were made and each member gave their reasons for their involvement in libraries and why they wanted to be involved in the selection process. The committee members come from a variety of backgrounds and their interests in libraries vary which he feels brings quality to the committee.

The committee discussed the tasks structure set up for the search process by the Pre-Search Committee. The Search Committee assigned Liane Bascou to do the initial screening to determine if applicants meet the minimum educational and work experience requirements. Ms. Bascou will organize the applications and place copies of them in notebooks for each committee member. She will also act as secretary to the Search Committee. Confidentiality was stressed and it was agreed all Search Committee proceedings will be confidential. Applicants' names will not be revealed, and committee members should only respond to questions that applications are being received from a wide geographic area. There was discussion of who will read the applications and how control over the applications will be maintained until a pool of finalists is recommended to the TRL Board. It was agreed only committee members and persons specifically designated by the committee will be permitted to read the applications. Members of the TRL Board not on the committee may inspect the applications at the Service Center and may nominate applicants to the pool of interviewees.

Carol Gorsuch will be prevailed upon to provide a mailing list to the committee of community leaders, officials and people involved in the library system who can be invited to public forums to meet the final candidates for the position. The topic of the next meeting will be a grading/model rating system.

B. Acting Director - Michael Crose

CALS - Mr. Crose reported the CALS Governing Board met this morning and one of the items of discussion was the long-term prospects of the consortium. There is a possibility that CALS could eventually dissolve into three separate units. CALS is reaching the point where the addition of desired software modules will cause the system to reach the full capacity of its current hardware configuration. CALS' System Manager Steve Metcalf indicated that modifying the existing system could be as expensive as installing a new system. The Attorney General's office is currently reviewing a revised Interlocal Cooperation Agreement for CALS, and has recommended stronger and clearer language regarding the dissolution of the consortium. Mr. Lawrence suggested TRL plan financially for this possible eventuality. His personal feeling is that TRL should not have been involved in CALS for as long as it has been since the missions of the other two members differ from TRL's. Mr. Crose said another point he made at today's CALS meeting is that TRL needs to focus more of its attention on cooperative efforts with school libraries. July 1992 Revenues and Expenditures report was presented. Mr. Crose reported on Management Council Activities in Mr. Joselyn's absence. New to the council's agenda were brief updates from members with news or developments in their areas. Major topics of discussion at the last meeting were circulation policies, All Staff Day on October 19 (Americans with Disabilities Act and literacy will be the major topics), and review of the

- 8B Collection Development Policy. Several committees will be developing manuals covering various topics such as public service, Dynix procedures, building manual, employee and supervisor handbooks. The Patron Behavior Policy will be a future agenda item. Ms. Timm commented on the good article which Mr. Joselyn wrote for a recent issue of *Alki* regarding the TRL Board's handling of the book *Daddy's Roommate*. Ms. Winfree referred to the Summer Reading Program statistics as of mid August, which shows a 41% increase in finishers over the same time period last year, and a 20% increase in signups. This year's successful program is due to the hard work of the children's services staff. Ms. Winfree's opinion of the large growth in the program is due to more children, the push on literacy, more parental influence, and the theme of the program. Ms. Gorsuch said the media in the five counties deserve recognition for their outstanding coverage of this year's program. Building Projects - Elma residents will vote on a \$650,000 construction bond issue on September 15. Wahkiakum County residents will vote on a ballot issue for the establishment of a county library district. If that passes, a library board will need to be appointed in the county, and it is envisioned that the county will contract with TRL for service. Mr. Lawrence suggested if this issue passes and the county does contract with TRL, the county should have an advisory non-voting board member on the TRL Board. Kristin Blalack expressed gratitude to the board for the support given to Yelm's building project. Mr. Crose added the City of Yelm has done an outstanding job in developing a new facility for the library recognizing this is a mid point in their long range plan for a larger facility. He said the Yelm Friends and Board have put in a lot of work on fund raisers and were a moving factor in the new facility. Ms. Jacobson reported the Friends of the Yelm Library spent nearly \$4,000 for new shelves and refinishing the circulation desk. PNLA - Ms. Davies reported she attended an Americans with Disabilities Act session and a session on physical harrassment in the work place. Ms. Seidler reported she attended sessions on collection development.


9 Other Agenda Items

A. State Auditor

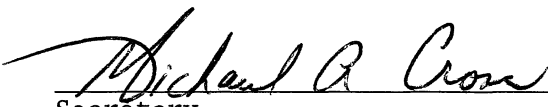
Ms. Davies reported that she, Mr. Lawrence and Ms. Timm attended an exit interview today with the State Auditor who audited TRL for 1989-1991. There were no findings, but the auditor had a few suggestions regarding procedures which TRL should implement to make it easier to do an audit. The auditor commented that the TRL staff he worked with were very competent and helpful. One of the general comments the auditor may make in his published report is the hope that WSL will take the lead and establish a panel to develop a standard accounting system for all libraries in the state.

The board moved into Executive Session for the purpose of discussing the possibility of acquiring a site in Hoodspport for construction of a new library building.

There was no further business and the meeting adjourned at 9:38 p.m.



President



Secretary