

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Raymond Public Library, 507 Duryea, Raymond, WA 98577

September 23, 1992

I N D E X

<u>AGENDA ITEM</u>		
<u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Special Presentation	1
3	Correspondence and Public Comments	1
4	Approval of Minutes	1
5	Vouchers	1
6	Unfinished Business	1
7	New Business	
	A. 1993 Preliminary Budget	2
8	Reports	
	A. Director Search Committee	2
	B. Management Council Activities	2
	C. Acting Director	3
9	Executive Session	3

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M I N U T E S

BOARD MEMBERS PRESENT: Jean Davies, President; Art Blauvelt; Carolyn Dobbs; Helen Timm

BOARD MEMBERS EXCUSED: Jeanne Church; Doris Fourre; Bill Lawrence

STAFF PRESENT: Liane Bascou, Judy Covell, Mike Crose, Margo Eytinge, Carol Gorsuch, Ann Musche, Sally Nash, JoAnn Rucker, Mary Ann Shaffer, Mike Wessells

GUESTS PRESENT: Jim Casner, Raymond; Pat Leslie, Montesano Library Board; Joel Lewton, Raymond Library Board; Bill Timm, Union

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

AGENDA ITEM

NO.

1 Introductions were made.

2 Special Presentation

Since the "vision-ary" partnership was formed between TCI Cablevision of Washington, Inc., and TRL, a portion of TCI's campaign for new subscribers each April is donated to TRL to use for its literacy program. At the July and August TRL Board meetings, gifts totaling \$22,590 from TCI were presented from the Grays Harbor, Lewis, Mason and Thurston County area campaigns. On September 15, TCI donated an additional \$400 in a presentation at Raymond.

3 Correspondence and Public Comments

Certificates of Appreciation were presented for Dee Gambetta, Winlock, and Jill Ihrig, Tenino, who have completed terms on their respective local library boards.

4 Approval of Minutes

92-49 HELEN TIMM MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF AUGUST 26, 1992, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. HELEN TIMM, ART BLAUVELT AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED. MOTION CARRIED.

5 Vouchers

Payroll and payroll related vouchers for August 1992 amounted to \$360,388.67.

92-50 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 36341 THROUGH NO. 36530 FOR SEPTEMBER 1992 IN THE AMOUNT OF \$198,890.42; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 Unfinished Business

There was no unfinished business.

7 New Business

A. 1993 Preliminary Budget

Annually in September the Board adopts its preliminary budget for the following year. The 1993 final budget will be adopted in December.

92-51 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 92-03 ADOPTING A PRELIMINARY OPERATING BUDGET FOR 1993; HELEN TIMM SECONDED THE MOTION.

Mr. Crose said 1993 is the first year in a series of "hold the line" budgets. He anticipates TRL will be able to maintain a good flow of materials and keep staff at its current levels in 1993. TRL will not be able to add significantly to staff, but an attempt will be made to equalize the workload throughout the district and increase hours in some of the facilities. Mr. Crose said he has been very conservative in revenue projections. He has held timber revenues at 1992 levels, and plans over the next several years to phase timber revenues out of the operating budget altogether. Currently much of the timber revenue goes into TRL's building fund. Mr. Crose plans to have discussions with the TRL Board and Management Council about how the Long Range Plan relates to the 1993 budget.

MOTION CARRIED UNANIMOUSLY.

8 Reports

A. Director Search Committee

Mr. Blauvelt reported the committee has met on four occasions. The committee members have discussed their expectations, their thoughts on the process, and how the committee will conform to the guidelines set down by the Pre-Search Committee. The committee has developed a format for evaluating the applications. So far, over 30 applications have been distributed to committee members and they are in the process of reviewing them individually. The committee's next meeting is on October 24 at which time they will begin determining which applicants will move onto the next stage in the process.

B. Management Council Activities

Ms. Shaffer reported that at the September meeting, the Community Library Coordinators discussed substitute usage and projections for next year. Usage has been high this year and there is a need to increase the substitute budget to support actual coverage. The CLCs discussed the need to weed materials in the branches with emphasis on replacement materials in those libraries recently weeded. The full Management Council agreed to the direction the Training and Development Committee is recommending for training of new staff. The Performance Appraisal Committee's recommendations will be shared with other supervisors in the district at the Library Managers meeting on September 28. The Management Council agreed to the Slurpee (recognition) Committee's suggestion of a pin for staff recognizing every five years of service. The Committee will refine other ideas for further recognition of staff service. Retrieval of lost items is a concern and a means of coping with losses was discussed. There was discussion of the All Staff Day agenda which resulted in a change to add more options for staff in the afternoon.

8 C. Acting Director

The August 1992 Revenues and Expenditures report was presented. A Local Library Boards Workshop is traditionally held in the fall. It is recommended this year's workshop be postponed and combined with the Friends in a welcome session for the new director next spring. Mr. Crose said he envisions it as an opportunity for local boards and Friends to present themselves to the new director, express their concerns about how the district operates, and give the director an opportunity to respond to these concerns. The matter will be discussed with local library boards and Friends groups and their input will be encouraged. The Elma bond issue for a new library passed with a 73.5% yes vote. Thanks was expressed to the Elma city officials, Elma library board and Friends, and the many volunteers in the community who lent their support to the issue. TRL will provide a grant of \$75,250 for the new building through its partnership program. The Wahkiakum County issue to establish a library district failed. A Joint TRL Board/Management Council Retreat was tentatively scheduled on November 16. TRL Board members were encouraged to attend the October 19 All Staff Day at the Tyee Hotel. The morning program is devoted to a presentation by the Washington Coalition of Citizens with Disabilities, and the afternoon session will be on literacy, followed by several concurrent sessions. The WILL Conference is scheduled on October 15-17 in Yakima. The agenda includes general sessions on intellectual issues and a debate on charges for library services. Focus on Pacific County - Mr. Wessells said for sometime there has been a revolving door in the Ilwaco/Ocean Park Community Librarian position. Sally Nash, who has roots in the area, has accepted the position. There are discussions of expansion of the Ilwaco library into the area which will be vacated by the hospital staff. There have been many positive comments about the new Naselle library. Ann Musche, who has been temporarily filling the Naselle Community Library Supervisor position, has been hired permanently in the position. The City of Raymond hired an architect to complete a full ADA assessment and the city is embarking upon accommodating the major findings, which include an elevator, making the downstairs restroom handicap accessible and adding railing on the stairs. Ms. Davies reported the Yelm Library opening on September 19 was well attended. Several speakers from Yelm spoke about the importance of library services and that this new library is the next step to a 20,000 square foot building.

9 Executive Session

Ms. Davies called for an executive session at 8:35 p.m. for the purpose of discussing the Director search process. The meeting reconvened and adjourned at 8:55 p.m.

Jean E. Davies
PRESIDENT

Michael A. Crose
SECRETARY