

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

October 28, 1992

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M I N U T E S

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

STAFF PRESENT: Liane Bascou; Brad Cozby; Mike Crose; Carol Gorsuch; Leanne Heald; Tom Joselyn; Chris Peck; Victoria Rexford; Bill Scherr; Kitty Schiltz; Mary Ann Shaffer; Bob Stalder; Jan Sterner; Barbara Winfree

GUESTS PRESENT: Mike Deatherage, Oakville; Shirley George, Oakville Library Board & Friends; Helen Hepp, Montesano Library Board; Eula Schieck, Oakville Library Board & Friends; Dick Wilder, Montesano Library Board

The Board of Trustees met in executive session 7:00-7:40 p.m. pursuant to RCW 42.30.110(g) regarding personnel matters.

President Davies called the regular meeting to order at 7:50 p.m.

AGENDA ITEM

NO.

1 Introductions were made, including new staff Victoria Rexford, Community Librarian at North Mason, Leanne Heald, Children's Librarian at Tumwater, and Brad Cozby, Computer/Communications Equipment Specialist at the Service Center.

2 Correspondence and Public Comments

A. Certificates of Appreciation

Certificates of Appreciation were presented for retiring officers of the Naselle Library Friends, Alan Richards, Thea Pyle and Sherrill Hartline. Ms. Davies commented these people were very active in the planning of the new Naselle library.

B. Correspondence

There was no correspondence.

C. Public Comments

Shirley George of Oakville officially invited the TRL Board to hold its November 18 meeting at the Oakville fire hall, followed by refreshments at the Oakville library.

3 Approval of Minutes

92-52 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF SEPTEMBER 23, 1992, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. BILL LAWRENCE, CAROLYN DOBBS, ART BLAUVELT, JEAN DAVIES, AND HELEN TIMM VOTED IN FAVOR OF THE MOTION. JEANNE CHURCH AND DORIS FOURRE ABSTAINED. MOTION CARRIED.

4 Vouchers

Payroll and payroll-related vouchers for September 1992 amounted to \$353,548.44.

92-53 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 36531 THROUGH NO. 36753 FOR OCTOBER 1992 IN THE AMOUNT OF \$409,516.18; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Resolution concerning confidentiality of library records.

A resolution concerning confidentiality of library records was presented for discussion. This resolution will supersede and replace Resolution No. 84-2. The policy is expanded to include access to information regarding a child's library records if the parent or legal guardian of a dependent child has the child's library card or card number. The proposed resolution has been reviewed by TRL's attorney.

Ms. Shaffer said librarians feel it is important that people of all ages are able to check out library materials. Library staff rely on parents to help their children. If children receive their own library cards, the parent or guardian must sign the application form and assume liability for the materials. Under TRL's current policy, a parent or guardian cannot determine what his/her child has checked out and staff will not reveal this information until the materials become overdue. The Dynix system allows anyone with a library card to bring up his/her record. The Management Council has discussed this issue and feels that with current technology, parents or guardians should be able to see their children's records. Ms. Shaffer said the library card application form needs to be revised to better illustrate the parent's or guardian's responsibilities. Ms. Shaffer said circulation staff will be instructed to tell parents how to access their children's records rather than staff handling this task. Suggestions from board members included using language that Fort Vancouver Regional Library has printed on its library cards regarding parents' responsibilities for selecting their children's reading materials, and language which makes it very clear that parents may get a family card rather than getting individual cards for their children.

This matter will be on the November agenda. Mr. Blauvelt requested a copy of the revised library card application form be made available at the November meeting.

B. Declaration of surplus property

Periodically the library district declares various equipment and supplies to be surplus. These items are then offered for sale to the general public through sealed bids.

6B
92-54

BILL LAWRENCE MOVED TO DECLARE SURPLUS THE FOLLOWING: 1987 GMC VAN, LICENSE #01205-C; 1984 CHEVROLET VAN, LICENSE #C-58756; AND 1985 CHEVROLET VAN, LICENSE #C-64484. JEANNE CHURCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Director Search Committee

Mr. Blauvelt reported that at the Search Committee's meeting on Saturday, October 24, the committee members reviewed all of the applications. Each applicant was required to provide an essay presenting their views about the future of public libraries in the next decade, and write a statement about how they meet specific qualifications such as budget expertise, management style, commitment to diversity, political acumen, planning expertise, and communication skills. From these responses, the Search Committee determined the five finalists. Each finalist has been scheduled to spend three days at TRL, including an interview by the Search Committee 4-6 p.m. on the first day followed by dinner and interview by the TRL Board; two public forums on the second day, at 11 a.m. at a small library and 4 p.m. at a large library; meeting with the Management Council at 9:00 a.m. on the third day to be followed by a third public forum at the Service Center. The schedule will be sent to all TRL libraries and the media. Evaluation forms will be available at each of the public forums. At the end of the third day, each applicant will be asked to submit in writing within 10 days a retrospective report on his/her impressions of TRL. Copies of each finalist's application materials will be made available to the Management Council, the TRL Board, and each library for on-site review by staff and public.

B. Management Council Activities

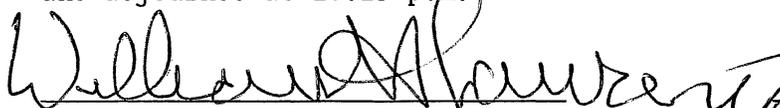
Mr. Joselyn reported the Community Library Coordinators have been discussing the disruptive behavior policy. The children's committee has been involved in clarifying the language which relates to children. A target date of February has been set to revise the policy. Mr. Crose reviewed his outlook on the Long Range Plan goals and objectives at the last Management Council meeting. There are concerns regarding retrieval of long overdue materials and the Management Council has developed a plan to proceed with this issue.

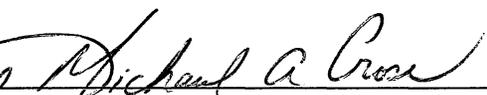
C. Acting Director

Mr. Crose presented his September 1992 Revenue and Expenditures report which indicates that TRL has received 75% of budgeted revenues. At the end of the third quarter, TRL has received \$1,125,098 in timber taxes, which exceeds the 1992 budgeted amount of \$1,080,984. An additional quarter million dollars in timber taxes is anticipated in 1992 which Mr. Crose will recommend be placed in the building and/or automated circulation system fund. He is developing a long term financial plan for the district. Mr. Crose noted that the January-September 1992 Circulation statistics by individual library are somewhat misleading because of the changes in the way materials are delivered to patrons. In 1991 the library branch that mailed the material received the circulation credit, but in 1992 the library that holds the material for the patron to pick up receives the circulation credit. He noted the total third-quarter district circulation is up 18% over 1991. When Mr. Crose meets with the collection coordinators and Ms. Shaffer regarding allocation of the 1993 materials budget, circulation statistics will be considered as well as Ms.

7C Shaffer's analysis of the collection. The WILL Workshop in Yakima was well attended by TRL representatives. Ms. Davies led a panel/audience discussion on Daddy's Roommate. Mr. Blauvelt said he enjoyed the display of the online database Internet. There were discussions about the roles of trustees. The October 19 All-Staff Day had 197 in attendance. The morning session included four representatives from the Washington Coalition for Citizens with Disabilities, which was primarily a consciousness raising session about people with disabilities. The day also included a presentation by representatives from Mason County Literacy and the Literacy Council of Kitsap and from Tom Joselyn about TRL's literacy program. TRL began a new employee recognition program by presenting pins recognizing years of service in five year increments beginning at five years. The day ended with four concurrent sessions, including two sessions presented by TRL staff (Joanne Riley's poetry session, and a storytelling session by Andy Bartels, Sandy Bates, Judy DuPuis and Cayt Stephens), and sessions on self-protection and ergonomic-related problems in the work place. Ms. Winfree presented Summer Reading Program statistics. There was a 19% increase in signups and 42% increase in finalists over last year. Ms. Winfree credited the success of this year's program to the staff in the buildings who make the children welcome, provide the materials and programs, and manage the huge groups who attend the programs, plus the staff in the community information department, the many volunteers, and the parents who brought their children to the libraries. There was good cooperation from Dairy Queen, Northwest Trek, and Lesnick News, plus local businesses who provided incentives. The combined program book was very successful and allowed people to attend programs outside their local area. Mr. Crose added his appreciation for the efforts of the front-line staff, the staff who were involved in the planning of the program, and the community information department. A joint TRL Board/Management Council retreat is scheduled on November 16. Mr. Crose requested he meet with the board at 9-10 a.m. for an evaluation of his past year as Acting Director. The Management Council has suggested as agenda items brief updates from each person about their particular areas, discussion of relationships with local library Boards, Friends and cities, and discussion about CALS and Dynix. Mr. Lawrence said in his visits to libraries on his recent trip to eastern U.S., he was impressed by the number of libraries that display original art. There seemed to be a lot of emphasis on children's rooms, and genealogy sections were well staffed.

Ms. Davies apologized for beginning the regular meeting late. She announced that the board needs to continue its Executive Session. The meeting recessed at 9:10 p.m. The board continued its Executive Session 9:20-10:25 p.m. The regular meeting reconvened and adjourned at 10:25 p.m.


President


Secretary