

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Oakville Fire Hall, Oakville, WA 98568

November 18, 1992

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M I N U T E S

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

BOARD MEMBERS EXCUSED: Jean Davies, President; Carolyn Dobbs

STAFF PRESENT: Deborah Baker; Liane Bascou; Judy Covell; Mike Crose; Margo Eyttinge; Carol Gorsuch; Sandra Kersley; Mary Ann Shaffer

OTHERS PRESENT: Suzette Birdsell, Montesano Board; Mike Deatherage, Oakville; Shirley George, Oakville Board & Friends; Anita Hawkins, Oakville Friends; Kit Machin, Oakville; JoAnn Pearson, Oakville Friends; Joanne Ritter, Oakville; Eula Schieck, Oakville Board & Friends; Bill Timm, Union

Vice-President Lawrence called the meeting to order at 7:30 p.m.

AGENDA ITEM

NO.

1 Introductions were made.

2 Correspondence and Public Comments

There was no correspondence. Ms. George welcomed the board to the Oakville library and invited everyone to have refreshments after the meeting in the library.

3 Approval of Minutes

92-55 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES REGULAR MEETING OF OCTOBER 28, 1992, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll related vouchers for October 1992 amounted to \$372,108.29.

92-56 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 36754 THROUGH NO. 36957 FOR NOVEMBER 1992 IN THE AMOUNT OF \$210,109.38; JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

A. Resolution concerning confidentiality of library records

Resolution No. 92-04 was presented to the TRL Board for discussion at its October 28, 1992 meeting. The resolution concerns confidentiality of library records and 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.

- 5A Mr. Crose explained this resolution provides for a major change in policy and deserves careful attention by the board and public consideration. Because Dynix has created the ability for patrons to access their records, it is necessary to address this issue. He referred to the draft of "Tips for Parents" developed by Ms. Shaffer and the Children's Committee which sets out parents' responsibilities. Ms. Shaffer said the "Tips for Parents" has been designed to be given to a parent or guardian when a child applies for a library card or attached to the application form when the forms are taken to schools. The document advises parents of their selection of materials and financial responsibilities, and provides information about checkouts, renewals, loaning the card to others and what to do if cards are lost. When the library card application form is revised, there will be wording included to remind parents of their responsibilities.

Mr. Blauvelt expressed his concern that revision of the policy would cross over the line of confidentiality for a child. He pointed out that the financial responsibility of the parent does not arise until the book becomes overdue or lost. At that point, a notice is mailed to the child's home where anyone in the home can open the notice. He thinks the "Tips for Parents" will take care of the matter without having to change the policy. Ms. Church added her concern that whatever is developed will include the information that parents have a choice between a family card or individual cards for each member of the family, and that they understand the difference between these choices is access to information. Mr. Blauvelt suggested the two absent TRL Board members should be involved in this decision and that the matter be tabled. It was agreed this matter will be on the TRL Board's January 1993 agenda.

6 New Business

A. Staff appointment

At its October 28, 1992 meeting, the TRL Board met in Executive Session to discuss appointment of Michael Crose as Associate Director when the position of Director is filled.

- 92-57 ART BLAUVELT MOVED TO APPOINT MICHAEL CROSE AS ASSOCIATE DIRECTOR, BUT RETAIN THE TITLE ACTING DIRECTOR UNTIL THE DIRECTOR POSITION IS FILLED, AND THAT HIS SALARY BE DETERMINED AFTER THE DIRECTOR'S POSITION IS FILLED. HELEN TIMM SECONDED THE MOTION.

Mr. Crose said he is currently working with three position descriptions for the purpose of drafting an Associate Director position description. Mr. Lawrence read the following letter to the TRL Board from Jean Davies, President of the TRL Board:

"I am unable to attend the TRL Board of Trustees meeting on Wednesday, November 18, 1992, at Oakville. Vice-President Bill Lawrence will be chairing the meeting in my absence.

"During the past year, Michael Crose has done an extraordinary job of filling the position of Acting Director. This letter is to advise you of my full support of the appointment of Mr. Crose as Associate Director when the Director position is filled."

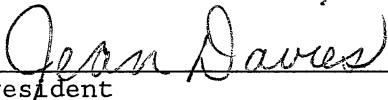
MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Acting Director - Michael A. Crose

Since the revenue information was not received until today, the October 1992 Revenues and Expenditures report will be forthcoming. Mr. Crose reported expenditures are running about 4% behind, which will require some shifting in line items within the budget. Revenues will come in over 100% of the budgeted amount. Mr. Crose will make recommendations on how the reserve funds should be used, including attention to the building and site acquisition fund and the automation fund. Mr. Crose reported on the leaking problems associated with the construction on the Service Center roof which have caused severe damage in some areas of the building. He will be working with the contractor and the architect over the week end to resolve the problems. Mr. Crose attended an awards ceremony in Seattle at which Clint Pherson, the architect for the Naselle and Amanda Park libraries, received an AIA award for his design of the Amanda Park library. TRL will also be receiving official recognition from AIA. Over the next six weeks, Mr. Crose will be focusing his attention on the 1993 Budget. There was discussion about the necessity to find a way to expand the functionality of the Dynix system. This will involve the purchase of new equipment. TRL must decide whether to purchase its own system or remain a part of CALS. There are many things which TRL would like to provide for its customers, but is unable to do so at this point. It will be important to review all possible options before making a decision. The TRL Board met for an hour prior to the November 16 TRL Board/Management Council Retreat to discuss personnel matters. Several board members commented that the meeting with the Management Council was very informative, and that the council is developing into a good management body which will provide a lot of assistance to the new director. Ms. Baker reported on happenings in Oakville. During National Library Week, the Oakville mayor presented a proclamation to the Oakville Friends. The Methodist church is very supportive of the library and includes library events in its newsletter which is distributed to every household and throughout the school district. The new school principal is also very supportive of the library and the schools are using the library more. The city just put in new locks on the door and windows of the library and are in the process of the ADA review. The city is supportive of a new library in Oakville, as well as the Oakville Friends who are currently gathering information on grants. There is an organization in the community which is interested in cleaning up the city, encouraging new businesses, and building community spirit. Oakville library customers are becoming more aware of what the library has to offer. There are a lot of new people moving into the area with a wide range of reading interests. Mr. Lawrence said there is interest in the Northwest Coast Indian culture and encouraged the city take the opportunity to build on that interest.

There was no further business and the meeting adjourned at 8:20 p.m.



President



Secretary