

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

January 12, 1993

M I N U T E S

BOARD MEMBERS PRESENT: Jean Davies, President; Carolyn Dobbs;
Doris Fourre; Helen Timm

BOARD MEMBERS EXCUSED: Art Blauvelt; Jeanne Church; Bill Lawrence

President Davies called the special meeting to order at 4:15 p.m. The only order of business to come before the board was to set the 1992 uniform property tax levy rate and levy amount for collection in 1993.

93-01 DORIS FOURRE MOVED TO ADOPT RESOLUTION NO. 93-01 SETTING THE 1992 UNIFORM PROPERTY TAX LEVY RATE AND LEVY AMOUNT FOR COLLECTION IN 1993; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

TRL's 1992 levy rate for 1993 tax collections will be .4850 cents per thousand dollars of assessed valuation.

The meeting adjourned at 4:16 p.m.

Jean Davies
PRESIDENT

Michael A. Cron
SECRETARY

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
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January 27, 1993

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January 27, 1993

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; Mike Crose; Carol Gorsuch; Corene Jones-Litteer; Chris Peck; Bill Scherr; Kitty Schiltz; Mary Ann Shaffer; Eddie Waller

GUESTS PRESENT: Craig Hanson, TRL Attorney; Pat Leslie, Montesano Library Board

President Davies called the meeting to order at 7:00 p.m. She called for an Executive Session pursuant to RCW 42.30.110(g) regarding personnel matters. The Executive Session recessed at 7:35 p.m. The meeting reconvened at 7:45 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Correspondence and Public Comments

Ms. Timm recognized the last issue of the Timberland Tidings, particularly the article about Tumwater's proposed new library. Ms. Gorsuch commented that Tammy Losey wrote that article.

- 3 Approval of Minutes

93-02 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES ANNUAL MEETING OF DECEMBER 30, 1992, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

93-03 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES SPECIAL MEETING OF JANUARY 12, 1993, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. DORIS FOURRE, CAROLYN DOBBS, HELEN TIMM AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; ART BLAUVELT, JEANNE CHURCH AND BILL LAWRENCE ABSTAINED. MOTION CARRIED.

- 4 Vouchers

Payroll and payroll related vouchers for December 1992 amounted to \$370,959.49.

93-04 CAROLYN DOBBS MOVED TO APPROVE VOUCHERS NO. 37217 THROUGH NO. 37391 FOR JANUARY 1993 IN THE AMOUNT OF \$153,263.47; DORIS FOURRE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

A. Resolution concerning confidentiality of library records

The board has discussed at its October 28, 1992 and November 18, 1992 meetings the possibility of redefining its confidentiality of library records policy to allow access to information regarding a child's library records if the parent or legal guardian of a dependent child has the child's library

5A card or card number. This would require superseding and replacing Resolution No. 84-2.

93-05 HELEN TIMM MOVED THAT THE BOARD NOT SUPERSEDE AND REPLACE RESOLUTION NO. 84-2; JEANNE CHURCH SECONDED THE MOTION.

The board received copies of the proposed "Special Tips For Parents" which will be given to anyone who requests a family card or given to children along with a library card application form. There was discussion of the statement in the explanation of the child's card: "The only way you can check the record is to bring the child's card or card number to the library and use the computer to search the record. Staff will not give you this information." Concerns are that a child who gets his/her own card will have a feeling of confidentiality of what the child checks out, and that staff not have to spend a great deal of time explaining to patrons how they can access their records for review. It was agreed this statement will be removed from the child's card section, and that information on how to access library records will be included at the end of the "Special Tips For Parents".

MOTION CARRIED UNANIMOUSLY.

Ms. Shaffer thanked the board for respecting confidentiality rights.

B. Non-Resident Borrower Fee

The annual non-resident fee in 1992 was \$46. Resolution No. 87-19 allows for annual revision of the non-resident fee. Non-residents are not entitled to utilize the library's services unless they pay an annual non-resident fee in lieu of local taxes. Total property taxes and city contract fees to be collected in 1993 were not available for the board to act on this matter in December. In 1993 local residents will pay to TRL \$6,095,856 in property taxes and \$463,732 in city contract fees. Each of the approximately 162,436 households in TRL's service area will be paying an average of \$40.39 for library services. It is recommended the average of \$40.39 be rounded to \$40 as the non-resident fee in 1993.

93-06 DORIS FOURRE MOVED TO SET THE NON-RESIDENT BORROWER FEE FOR USE OF TIMBERLAND REGIONAL LIBRARY AT \$40 PER YEAR EFFECTIVE JANUARY 1, 1993, AND TO CONTINUE TO AUTHORIZE NON-RESIDENTS THE OPTION OF PAYING FOR A NON-RESIDENT BORROWER CARD WHICH IS GOOD FOR SIX MONTHS FOR HALF THE ANNUAL FEE; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

6 New Business

A. Overdues

Ms. Church asked for clarification of overdue notices on items checked out by minors. Her concern is that since a parent is financially responsible, the overdue should be sent to the parent. Ms. Shaffer explained that Dynix generates overdues by addressing them to the cardholder. If it is a family card, the overdue would go to the parent. Ms. Jones-Litteer further explained the child's record includes a field for the parent's name so the overdue is addressed to the child in care of the parent.

7 Reports

A. Library Director Search Committee

Mr. Blauvelt reported the Library Director Search Committee met on January 6. The committee authorized him to transmit the committee's recommendations in written form to the TRL Board. The board has received this information and at this point the information is still confidential. The board discussed the contents of the recommendation in its Executive Session prior to the regular meeting and plans to continue this discussion when the board completes this meeting's agenda.

B. Management Council

Ms. Peck, the 1993 President of the Management Council, reported the council's January meeting agenda included a review of happenings in the libraries; distribution of the proposed new Performance Appraisal System; an interview of a firm under consideration for customer service training to front line staff; scheduling of the May 13 and October 7 All Staff Days and discussion of agenda items (the May 13 morning session will focus on cultural diversity and the afternoon will consist of a series of concurrent sessions from which staff may choose); discussion of the change in the arrangement of the Community Library Coordinator positions. Ms. Peck said one of her goals as the council's president is to develop an informational agenda so that all staff will be able to give input about agenda items to their coordinators. She also encouraged the TRL Board to let her know if there are items it would like the Management Council to discuss.

Ms. Peck announced that the Community Library Coordinator position at Hoquiam, which Chris Livingston recently vacated, has been changed to a Community Librarian position. This position was recently filled by Roberta Holmes-Devine, who has been working as a substitute for TRL and has worked for TRL in the past as a children's librarian at Aberdeen and as head of the Raymond library. Ms. Peck will be the Community Library Coordinator for Grays Harbor County. Ms. Shaffer announced that Tom Joselyn, Community Library Coordinator at Lacey, has accepted a position with the King County Library System. This position will be refilled as a Community Library Coordinator.

C. Acting Director

Mr. Crose referred to his December 1992 Revenues and Expenditures report, which is also the year-end fiscal report. TRL received 106% of budgeted revenues and expended 97% of budgeted expenditures. The carry-forward into 1993 is \$2,219,802.47. Mr. Crose intends to develop a 1992 annual report by the end of the first trimester of this year which will provide better financial information to the public. He referred to the January-December 1992 Circulation Report which shows a district-wide increase of 16% over 1991 circulation. The roof on the Service Center is nearing completion and the automatic doors are in place. The next project in the Service Center will be remodeling of the interior. Ms. Shaffer reported she was involved in interviews of architects for the Elma Library building project. Myron Lewis of Seattle, who has designed several libraries, has been selected. The city desires to hire Pam Lund, who worked on the Hoquiam library project, as the interior designer. Myron Lewis is also the architect for the Raymond Library remodeling project. Mr. Crose, Ms. Shaffer, Ms. Jones-Litteer and Ms. Waller will be meeting with an architect to review the construction drawings on the

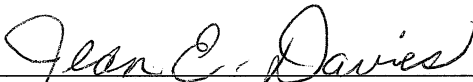
7C Salkum Library building project. It is anticipated this project will go to bid by mid February. Mr. Crose and Ms. Shaffer have been working with the building planning committee on the Tumwater Library building project. It is hoped this project will become a community venture and become more than a "traditional" library. The Tumwater School District has indicated its willingness to contribute funds toward construction of the new library. Library Legislative Day is scheduled on February 3 at the Westwater Quality Inn in Olympia. The day will include a legislative briefing by WLA's lobbyist in the morning, lunch with legislators at noon, and prearranged meetings with legislators in the afternoon. Issues of concern are freedom of information, telecommunications, and election of library trustees. Ms. Gorsuch reported her department has developed informational packets for legislators and attendees from TRL's service area, and for TRL libraries. Ms. Fourre suggested TRL area legislators should be invited to meet with the TRL Board in the future.

Mr. Crose announced he will not be attending the February board meeting. While vacationing in Hawaii, he plans to look into their concept of combined school and public libraries. Ms. Shaffer will be in charge in his absence.

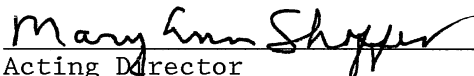
Mr. Lawrence announced that the Centralia library will have plaques on the front and back doors identifying it as an historic library built in 1913.

There was no further business on the regular agenda and the meeting recessed at 8:35 p.m. The meeting reconvened at 8:45 p.m. into Executive Session to continue the discussion of personnel matters. The Executive Session ended at 9:50 p.m. and the meeting continued in regular session. An announcement was made that there are two finalists being considered for the Library Director position and that two of the trustees will be making on-site visits at the candidates' places of employment. The board intends to make a hiring decision by March 15, 1993.

There was no further business and the meeting adjourned at 9:55 p.m.



President



Acting Director