

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Centralia Timberland Library 110 S. Silver, Centralia, WA 98531

February 24, 1993

I N D E X

<u>AGENDA ITEM</u> <u>NO.</u>		<u>Page No.</u>
1	Introductions	1
2	Correspondence and Public Comments	
	A. 2/4/93 letter from Russell W. Hupe	1
3	Approval of Minutes	1
4	Vouchers	1
5	Unfinished Business	2
6	New Business	2
7	Reports	
	A. Management Council	2
	B. Assistant Director, Public Services	2
	C. Library Legislative Day	3
	D. Director Search	3

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
Centralia Timberland Library, 110 S. Silver, Centralia, WA 98531

February 24, 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; Judy Covell; Mike Dinkins; Margo Eytinge; Carol Gorsuch; Helga Holmes; Corene Jones-Litteer; Sandra Kersley; Chris Peck; Tina Sayers; Kitty Schiltz; Mary Ann Shaffer

GUESTS PRESENT: Suzette Birdsell, Montesano Library Board; Bob Davis, Chehalis Friends; Dee Davis, Chehalis Friends; Craig Hanson, TRL Attorney; Ruby McNeill, Lewis Co. Genealogical Society; Jan Nontell, Centralia Library Board; Frances Nugent, Centralia Library Board; Linda Patton, Lewis Co. Genealogical Society; Gale Seuling, Lewis Co. Genealogical Society; Bob Venemon, Chehalis Library Board; Catharine Weber, Lewis Co. Genealogical Society

President Davies called the meeting to order at 6:55 p.m. She called for an Executive Session pursuant to RCW 42.30.110(g) regarding personnel matters. The Executive Session recessed at 7:40 p.m. The meeting reconvened at 7:50 p.m. Ms. Davies announced that the board will continue its Executive Session after the regular meeting agenda has been completed.

AGENDA ITEM

NO.

- 1 Introductions were made
- 2 Correspondence and Public Comments
 - A. 2/4/93 letter from Russell W. Hupe

Ms. Davies read Mr. Hupe's letter as follows:

"Thank you for including me on the Timberland Director Search Committee. It was an enjoyable learning experience for me. I feel I not only know the Board and Staff better, I understand the Library system more completely.

"It was a pleasure working with the other members of the committee. We worked hard and all contributed to the process. I trust we made your final selection easier.

"I am looking forward to working with you and the new Director."

- 3 Approval of Minutes

93-07 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JANUARY 27, 1993, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

- 4 Vouchers

Payroll and payroll related vouchers for January 1993 amounted to \$386,344.56.

4
93-08

BILL LAWRENCE MOVED TO APPROVE VOUCHERS NO. 37392 THROUGH NO. 37608 FOR FEBRUARY 1993 IN THE AMOUNT OF \$292,887.17; JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

There was no new business.

7 Reports

A. Management Council

Ms. Peck reported on the Management Council's February meeting. They discussed the May 13 All Staff Day afternoon agenda which will include an author, a session on Internet, a physical therapist, and a workshop on rejecting rejection. There was a lengthy discussion on the proposed Performance Appraisal System, which is a revision of TRL's current evaluation system. Since the proposed PAS is a complex process, it was decided that the Community Library Coordinators will work with Ms. Shaffer on the goal setting part of the PAS based on TRL's Long Range Plan. The intent is for the Management Council members to become familiar with the PAS before the system is used throughout the district. The Management Council adopted a Training and Development Policy Statement, which formalizes TRL's current practice of training and development of staff. An Online Searching Policy was adopted in conjunction with the Library Services Policy which the TRL Board adopted July 22, 1992. The policy will allow for online searches to a certain point at no charge after which patrons will be referred to other sources.

B. Assistant Director, Public Services

Ms. Shaffer referred to Mr. Crose's January 1993 Revenues and Expenditures report. She reported on several building projects. The City of Elma has selected an architect, Myron Lewis, for its project and is in the process of negotiating a contract. Bids for the Salkum project are due on March 15. The Tumwater library bond ballot has been mailed to all registered voters in Tumwater and is due back by March 9. The Raymond elevator installation has been delayed because the location of the elevator needs to be changed which will require additional funding. Ms. Shaffer has been working with staff on completing Americans with Disabilities Act surveys in all TRL libraries. After these surveys are completed, TRL will contact local library boards and city officials regarding the survey findings. She and Mr. Crose will figure the costs involved to meet ADA requirements for the buildings which TRL owns. The most common findings are related to access and signage.

Ms. Kersley reported that the City of Centralia is planning to replace the roof on the library. Last year a new heat pump system was installed. The entrances to the library have been rearranged to accommodate the book security system and to allow better visibility at the circulation and reference desks. Because of the volume of materials, more space has been provided behind the circulation desk for staff to process the materials. The reference area has been moved closer to the main entrance. Ms. Kersley acknowledged the significant contributions by volunteers and recognized Helga

- 7B Holmes who coordinates the volunteers. Mr. Lawrence directed attention to the plaques at the entrances identifying the library as an historic building.

C. Library Legislative Day

Ms. Gorsuch reported that there were about 40 attendees, including staff, TRL board, local library board members and Friends, representing 12 TRL libraries, at Library Legislative Day on February 3. Appointments with legislators were scheduled. Each legislator in TRL's area received an information packet. Ms. Fourre said she met with her representatives and urged them to vote in favor of legislation which would allow for a simple majority vote on school and library ballot issues.

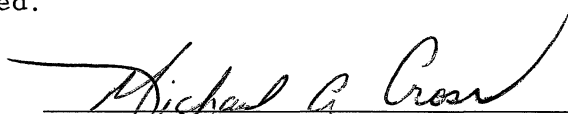
D. Director Search

Mr. Blauvelt reported that sub-committees of the TRL Board have completed reference checks and on-site visits of the two final candidates for the Director position. He expects the board will be making a hiring decision shortly.

There was no further business on the regular agenda and the meeting recessed at 8:25 p.m. The meeting reconvened at 8:55 p.m. into Executive Session to continue the discussion of personnel matters. The Executive Session ended at 11:15 p.m. There was no further business and the meeting adjourned.



President



Acting Director