

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
South Bend Public Library, 1st & Pacific, South Bend, WA 98586

March 24, 1993

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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; Mike Crose; Sandy Dahlstrom; Carol Gorsuch; Sherill Hartline; Roberta Holmes-Devine; Ann Musché; Sally Nash; Christine Peck; Mary Ann Shaffer; Mike Wessells

GUESTS PRESENT: Helen Hepp, Montesano Library Board; Pat Leslie, Montesano Library Board; Bonnie Sayce, Ocean Park Friends; Clyde Sayce, Ocean Park Friends

President Davies called the meeting to order at 8:00 p.m.

AGENDA ITEM

NO.

1 Introductions

Introductions were made. Ms. Peck introduced new staff member Roberta Holmes-Devine, Community Librarian at Hoquiam. Ms. Holmes-Devine was a branch librarian at TRL several years ago. She has a BA in English and received her MLS from Drexel University.

2 Correspondence and Public Comments

B. 3/15/93 letter from Barbara J. Tolliver

Ms. Davies said Ms. Tolliver was one of the two finalists for the Library Director position. Ms. Tolliver's letter expresses her appreciation for being selected as a finalist and the experience of going through the interview process.

A. Certificates of Appreciation

Certificates of Appreciation were presented for John H. Wood, Lacey, Sharon Sims and Kate Page, Oakville, and Lyndell Kolilis, Yelm, for service on their respective local library boards.

3 Approval of Minutes

93-09 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF FEBRUARY 24, 1993, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll related vouchers for February 1993 amounted to \$387,416.11.

98-10 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 37609 THROUGH NO. 37797 FOR MARCH 1993 IN THE AMOUNT OF \$185,918.22; JEANNE CHURCH SECONDED THE MOTION.

- 4 Mr. Crose explained that voucher No. 37756 to Kollman Trucking for \$11,372.90 is for restructuring the land outside the Amanda Park Library to accommodate the water runoff problems. The Amanda Park Friends and the Department of Natural Resources will now be able to accomplish the landscaping this summer. DNR has already contributed some labor and will contribute all the labor for the landscaping.

MOTION CARRIED UNANIMOUSLY.

- 5 Unfinished Business

There was no unfinished business.

- 6 New Business

A. Partnership Program for the Elma Library

The City of Elma has applied for a grant through TRL's Partnership Program for Library Facilities.

- 98-11 ART BLAUVELT MOVED TO APPROVE THE CITY OF ELMA'S APPLICATION FOR TRL'S PARTNERSHIP PROGRAM FOR LIBRARY FACILITIES IN THE AMOUNT OF \$70,000; DORIS FOURRE SECONDED THE MOTION.

Mr. Crose explained that the TRL Board has developed specific guidelines for the partnership program, including TRL's involvement in the development of the project. The grant is approximately 10% of the total project. Ms. Shaffer has been and will continue working closely with Elma city officials, Elma Community Library Supervisor Jerri Ferrier, and Community Library Coordinator Chris Peck on the project.

MOTION CARRIED UNANIMOUSLY.

Further discussion about the partnership program included the grant given for the Raymond library remodeling project and the anticipation that the City of Tumwater will be requesting funds through this program for its new library. Mr. Wessells said he met with the State Library representative, the city engineer, and the architect regarding the changes necessary for the elevator at the Raymond library. There were unforeseen structural problems with the original proposal. The concept of a "lift", which is very much like an elevator, has been approved by the State Library and will meet ADA requirements. Other structural modifications at Raymond include the restrooms, stairway banisters, and outside railings. In response to Ms. Davies' concern with the poor outside lighting, Mr. Wessells said the city is taking care of that problem.

B. Contract for legal services

Craig W. Hanson of Hanson & Dionne has submitted for the board's consideration a Personal Services Contract under which he would continue representing TRL as he has for the past five years. Mr. Hanson proposes a rate of \$800 for legal fees and any hours in excess of 120 would be at the rate of \$80 per hour. These are the same rates as the 1992 contract.

6B
93-12

BILL LAWRENCE MOVED TO RENEW THE CONTRACT WITH CRAIG W. HANSON OF HANSON & DIONNE FOR LABOR RELATIONS SERVICES PLUS GENERAL LEGAL SERVICES EFFECTIVE APRIL 1, 1993, THROUGH MARCH 31, 1994; DORIS FOURRE SECONDED THE MOTION.

Ms. Davies commented that Mr. Hanson has done an excellent job providing legal services for TRL, and his fees are very reasonable. Mr. Crose said it is helpful having Mr. Hanson on retainer because staff and board are able to contact him and request interpretation of policies and seek guidance in legal matters. Ms. Dobbs requested that Mr. Crose convey the board's satisfaction with Mr. Hanson's services.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Management Council

Ms. Peck said the Management Council has adopted the Performance Appraisal System. Members spent time at the April meeting on Part 1 of the PAS reviewing goals and objectives from the Long Range Plan for 1993. The Effectiveness Institute has been selected to provide customer service training to public service staff this fall. Representatives from The Effectiveness Institute will be meeting with the council in June to determine a customer service policy for the district and define the direction the training will take. The training will probably be done in clusters on days that most libraries are closed. A Timberland video catalog will be produced due to patron demand. If it proves useful, it will be updated annually. There was discussion of the proposed position of an Administrative Secretary for the Community Library Coordinators. Ms. Peck said a draft of the position description has been prepared. She envisions this position as an administrative aide to handle clerical tasks which the coordinators currently have to do themselves.

B. Acting Director

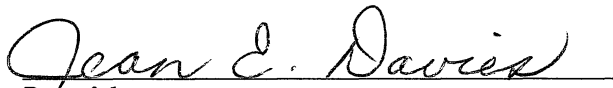
The February 1993 Revenues and Expenditures report was presented. There is little activity in revenues at this time of the year. Mr. Crose has developed a report for the Mason County Commissioners at their request and intends to do a similar report for the other counties. He will be working with the Community Library Coordinators on what type of information should be reported to the cities. He is also working with Ms. Gorsuch on an annual report for the district. The Lacey Library's Birthday Party was well attended. Ms. Fourre spoke at the celebration. The city has begun a fund-raising program for a life size statue at the front of the library. Mr. Lawrence attended the open house in honor of Bev Westfall at the Westport Library. TRL received six bids for the Salkum project. A walk through of the site with the apparent low bidder, S. J. Price of Seattle, will take place on Friday. The bid, exclusive of sales taxes and architect fees, was \$278,495. The \$1.7 million bond issue for the Tumwater library passed with a 69% favorable vote. A committee of TRL staff and representatives from the Tumwater school system and the city will develop a vision, which will include a mission statement, of how the three entities can work together in the community. It appears that the CALS Interlocal Cooperation Agreement revision will be ready for signature at the CALS Board's May meeting. The revised agreement is much more specific than the current agreement. Mr. Metcalf, CALS System Manager, has been instructed

7B to gather information about alternatives for expanding the system. Ms. Gorsuch reported that National Library Week is April 18-24. TCI will again be donating part of their hookup receipts for the month to TRL's literacy program. This year's theme is "Look, Listen & Learn: Libraries Change Lives". Ms. Gorsuch announced that out of five entries, TRL has won two awards in the "Share the Wealth" competition sponsored by the ALA division, Library Public Relations Council. The two winning entries are a "Help for the Homeless" brochure done by the Aberdeen Library Friends, and a series of bookmarks "Books to Read with Your Child" developed by TRL staff Joanne Riley, Karen Kieselbach, and Judy DuPuis. Mr. Crose complimented Ms. Gorsuch on her work in promoting the library district. TRL is receiving a tremendous amount of publicity which has been focusing on the district as a whole with individual characteristics of the libraries. Mr. Wessells reported that South Bend's circulation has been increasing. The "invisible wall" between Raymond and South Bend has been disappearing and people are recognizing they can get library service six days a week by using both libraries. Mr. Lawrence reported he and Ms. Dobbs have been doing some preliminary work on developing a plan for a library foundation. He suggested a catalog of background information on TRL's facilities would be helpful.

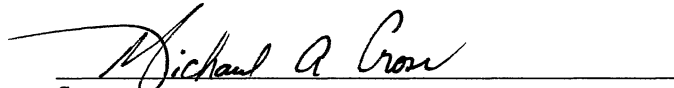
C. Director Selection

Ms. Davies announced that the TRL Board hired Thelma Kruse as the new Library Director. Ms. Kruse will begin work on May 3. Ms. Sayce commented that she is delighted with the board's selection and thinks Ms. Kruse will be a good match with TRL.

There was no further business and the meeting adjourned at 9:20 p.m.



President



Secretary