

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

April 28, 1993

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M I N U T E S

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

BOARD MEMBERS EXCUSED: Art Blauvelt; Doris Fourre

STAFF PRESENT: Liane Bascou; Mike Crose; Margo Eytinge; Carol Gorsuch; Christine Peck; Bill Scherr; Kitty Schiltz; Mary Ann Shaffer; Jan Sterner

President Davies called the meeting to order at 7:45 p.m.

AGENDA ITEM

NO.

1 Introductions

Introductions were dispensed with.

2 Correspondence and Public Comments

Ms. Dobbs advised the Board she received a telephone call from Chuck McGill who expressed concern with cutting library hours during difficult economic times. He is particularly concerned with the Olympia area and expressed a desire that the libraries be open 8 a.m.-10 p.m. Ms. Dobbs advised Mr. McGill that there are no plans to cut hours and that TRL does attempt to stagger hours in the various libraries. Ms. Shaffer added that Mr. McGill is a realtor who has been involved in the development of the Hawks Prairie area and she has discussed with him the necessity for an East Lacey library branch.

3 Approval of Minutes

93-13 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF MARCH 24, 1993, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

4 Vouchers

Payroll and payroll related vouchers for March 1993 amounted to \$380,017.03.

93-14 JEANNE CHURCH MOVED TO APPROVE VOUCHERS NO. 37800 THROUGH NO. 38033 FOR APRIL 1993 IN THE AMOUNT OF \$407,845.43; CAROLYN DOBBS 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

About a year ago TRL began providing reference support services through Central Reference. Ms. Sterner said the service has been evaluated by the herself, the reference librarians, Ms. Shaffer, and the Management Council. All have agreed it has been a successful and valuable service and should be continued. Over an 11 month period, Central Reference received questions from all the TRL branches, including the Service Center, and was able to answer 90% of the questions. The questions were answered in a variety of ways, including use of TRL materials, on-line searching, through government offices and the State Library. Ms. Sterner said staff have received reference training and new forms have been developed. Many positive comments have been received from patrons and staff.

Ms. Peck reported the Management Council adopted a revised library card application form at its March meeting. The back of the form includes "Special Information for Parents Regarding Library Cards". The council adopted a Problem Resolution Policy and Procedure for non-CBA staff. They considered a request from the literacy committee for use of TCL grant money. They reviewed the Circulation Guidelines developed by the circulation committee. One concern with the guidelines which the council is examining is how handling of holds in the libraries affects confidentiality.

Mr. Lawrence acknowledged the Aberdeen library's annual report prepared by Ms. Peck. He said it is professionally done and informative.

B. Acting Director

The March 1993 Revenues and Expenditures report was presented. Based on current receipts, Mr. Crose predicted another good year in forest tax receipts. The January-March 1993 Circulation report shows an increase of 3% over the first quarter of last year. Mr. Crose said he is concerned with the drop in paperback circulation and will investigate the cause of this. He intends to develop a graph of circulation trends for the past decade. Mr. Crose and Ms. Gorsuch are continuing their work on an annual report for the district. Mr. Crose has been reviewing revenues and where they are allocated in the district. After comparing the revenues with the circulation, population, hours of opening and staffing levels, he feels comfortable there is equality in service throughout the district. Mr. Lawrence requested this information be placed in a written document to share with others, including other library districts and boards.

Mr. Crose reported the initial demolition on the Salkum project began last week. However, he stopped the project because he has not received a hard copy of the general contractor's performance bond. If the contractor is unable to produce the bond within the required 10 days, TRL can go to the next lowest bidder, who is ready to step in if necessary. A meeting with Tumwater city and school officials is scheduled next week at which time they hope to reach a conclusion on the school's financial contribution to the library project. A vision statement has been prepared: "The City of Tumwater, Timberland Regional Library and the Tumwater School District are purposefully joining together in providing services that will enhance the quality of life for the Tumwater community." A number of goal statements have also been developed. Mr. Lawrence suggested a meeting between the TRL Board and the Tumwater School Board would be appropriate. Mr. Crose reported there is a possibility the

7B Oakville library will move to a larger location. Ms. Shaffer said there are building problems in the current Oakville library which have caused damage to equipment and materials. The need to comply with ADA requirements is a priority with the city officials. The city is looking at a vacated church which would increase the size of the library from 400 to 1,500 square feet.

Ms. Davies, Ms. Eyttinge, Ms. Sterner and Ms. Peck reported on their attendance at the WLA Conference. It was noted that Joyce Nichols received a merit award at the conference for her work on the Tumwater library project. Ms. Gorsuch said TRL won 4 best of show awards at the conference, including the public access catalog guide, last year's summer reading Tournament of Readers packet, the celebrate campaign for the Yelm library opening, and a brochure on public performance videos. She has received a letter from ALA that TRL has received honorable mention on the summer reading program materials which will be on display at the conference this summer.

All Staff Day is scheduled on May 13 at the Tye Hotel in Olympia. Mr. Scherr said it begins at 9:15 a.m. at which time new Director Thelma Kruse will be given an opportunity to address the entire staff. The morning session will be on cultural diversity presented by the Thurston County Refugee Center. Five afternoon sessions will run concurrently including Writing for Kids: The Challenge And The Joy; Stress Reduction In The Work Place; Rejection Protection; Confidentiality: Gray Areas Abound; and Internet.

Mr. Crose's service as Acting Director was recognized. Ms. Dobbs presented him with a gift certificate and Mr. Lawrence presented him with an original wood carving. Mr. Crose expressed his appreciation for the opportunity to guide the district the past 18 months and for the confidence and support he has received.

8 Other Agenda Items

Mr. Lawrence said he attended Therese Rice's (retired TRL Facilities and Equipment Manager) retirement celebration which had over 300 people in attendance. Mr. Crose said Ms. Rice retired after 28 1/2 years and will be missed.

Ms. Davies requested an Executive Session pursuant to RCW 42.30.110 (g). There was no further business on the regular agenda and the meeting recessed at 8:45 p.m. The meeting reconvened into Executive Session at 9:15 p.m. The Executive Session ended and the meeting adjourned at 10:05 p.m.



President



Secretary