

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

May 26, 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	1
3	Approval of Minutes	1
4	Vouchers	1
5	Unfinished Business	1
6	New Business	
	A.    Signature Authorization on Timberland Accounts	1
	B.    July 28 Board Meeting	2
7	Reports	
	A.    Management Council	2
	B.    Director	3

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M I N U T E S

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

BOARD MEMBER EXCUSED: Art Blauvelt

STAFF PRESENT: Liane Bascou; Claire Christiansen; Mike Crose; Carol Gorsuch; Thelma Kruse; Christine Peck; Barbara Winfree

President Davies called the meeting to order at 8:15 p.m.

AGENDA ITEM

NO.

1 Introductions

Introductions were dispensed with.

2 Correspondence and Public Comments

Ms. Kruse said she has responded to several letters this month. When she responds to letters from patrons, she will send copies to the community librarian and to the TRL board county representative.

3 Approval of Minutes

93-15 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF APRIL 28, 1993, AS DISTRIBUTED; CAROLYN DOBBS SECONDED THE MOTION. BILL LAWRENCE, CAROLYN DOBBS, JEANNE CHURCH, JEAN DAVIES, AND HELEN TIMM VOTED IN FAVOR OF THE MOTION; DORIS FOURRE ABSTAINED. MOTION CARRIED.

4 Vouchers

Payroll and payroll related vouchers for April 1993 amounted to \$415,900.39.

93-16 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 38035 THROUGH NO. 38274 FOR MAY 1993 IN THE AMOUNT OF \$343,178.70. HELEN TIMM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Signature Authorization on Timberland Accounts

The TRL Board has traditionally authorized the Library Director and the Assistant Director, Management Services, signature authority on Timberland accounts. It is necessary to clean up the current authorizations with Seattle-First National Bank for signature authority on accounts payable and payroll, and West One Bank for the imprest fund and advance of travel fund.

6A  
93-17

CAROLYN DOBBS MOVED TO AUTHORIZE THE LIBRARY DIRECTOR, THELMA KRUSE, AND ASSOCIATE DIRECTOR, MICHAEL CROSE, SIGNATURE AUTHORITY ON ALL TIMBERLAND ACCOUNTS; JEANNE CHURCH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

B. July 28 Board Meeting

The May 26 meeting was originally scheduled at the McCleary Timberland Library. The meeting was changed to the Service Center in order to accommodate the work session prior to the regular meeting. It has been suggested that the board change the July 28 meeting from the Service Center to the McCleary Timberland Library.

93-18

HELEN TIMM MOVED TO CHANGE THE JULY 28 MEETING FROM THE SERVICE CENTER TO THE MCCLEARY TIMBERLAND LIBRARY; BILL LAWRENCE SECONDED THE MOTION.

Ms. Peck said the McCleary City Council meets the 2nd and 4th Wednesdays of the month so the July 28 TRL Board meeting will have to be held in the library. Although the meeting space will be small, it was agreed it will not pose a problem. Ms. Davies said she was under the impression that the meetings away from the Service Center were through invitations, but has since learned that we are operating under a schedule developed several years ago which gives the board an opportunity to meet in all the libraries.

MOTION CARRIED UNANIMOUSLY.

7 Reports

A. Management Council

Ms. Peck reported the Management Council had its first meeting with Ms. Kruse on May 10. The group spent a great deal of time on exercises provided by The Effectiveness Institute. The exercises are in preparation for the council's June 14 meeting with Michele Vierra from The Effectiveness Institute who will be providing the customer service training to TRL staff in September. Ms. Kruse provided Plymouth Library's Public Service Policy and Ms. Shaffer provided TRL's current Policy Statement for the council's review in preparation for this training.

The council approved use of some of the TCI grant money, which is designated for literacy, to translate three documents (patron registration, welcome brochure, and Dewey Decimal brochure) into Spanish, Vietnamese, and Cambodian. This translation will be done through the Refugee Center in Olympia.

The council scheduled the TRL annual picnic on August 1 in the Ilwaco/Ocean Park area, place to be determined. Former staff, board members, and volunteers will also be invited.

Ms. Peck stated that the results of a recently completed Americans With Disabilities Act survey of all buildings in the district, conducted by TRL, along with a checklist of improvements needed to meet ADA standards, will be sent to all libraries in June. District officials will work with community librarians and city officials to develop timelines and implement changes.

Ms. Peck reported on the open house recently held at the Hoquiam library to dedicate the stained glass windows. The windows were paid for by the Hoquiam Friends and designed by a local artist to fit in with the prairie style

7A Carnegie library.

B. Director

Ms. Kruse reported on what she has been doing during her first month at TRL. She has visited about half of the TRL libraries and expects to visit all libraries by the end of June. She has also attended two Chamber of Commerce meetings and retirement functions. She met the Thurston County Treasurer today and was given an overview of how TRL's finances are handled. She has met some county commissioners, and has appointments scheduled with other people throughout the district. Ms. Kruse said she especially enjoyed the Grays Harbor welcome and appreciated the opportunity to meet so many people and hear their concerns. She is gaining a good understanding of the district, as well as learning what is going on with the staff. She was particularly impressed with the May 13 All Staff Day. Ms. Kruse said she is also attending committee meetings and has been invited to staff meetings in individual libraries. She has implemented weekly administration meetings with Ms. Shaffer and Mr. Crose.

The April 1993 Revenues and Expenditures report was presented. Mr. Crose said he is pleased with the timber revenues to date. He is currently working on forecasts in preparation for the 1994 budget.

Ms. Kruse reported she has visited the Salkum construction site. The contractor is making good progress on the building. The building is expected to be completed by mid July with a possible open house scheduled in August. Mr. Crose said plans are proceeding for the interior Service Center Remodeling project. TRL expects to receive a substantial grant from Puget Power for lowering the ceilings and installing new lighting which will save a minimum of \$5,000 a year in energy costs. The interior will be repainted and recarpeted, and vinyl tile will be installed in the work areas. Several offices and more efficient work areas will be built. There are continuing discussions with Oakville city officials regarding the possibility of moving the library into larger quarters. Tumwater library planning is continuing. The Tumwater School District is considering a contribution of \$400,000 to the project. Current plans are for a 22,000 square foot library. Ms. Kruse and Mr. Crose have a meeting scheduled with Olympia City Manager Cushing regarding a library in West Olympia.

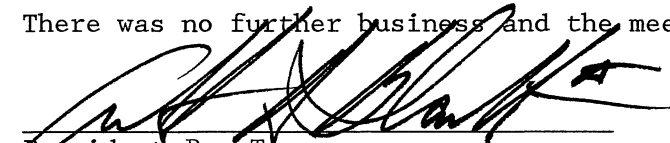
Mr. Crose reported there are discussions among CALS members regarding upgrading the Dynix system and the future of the consortium. Dynix has provided CALS with several scenarios on how the system can be updated to meet the needs of the three members. There are several possibilities, including continuing the consortium, or maintaining a semblance of the consortium with a high level of cooperation, or TRL leaving the consortium but maintaining the cooperative nature of CALS without the CALS structure. Mr. Crose said we are dealing with technical advances through Internet, he anticipates electronic streamlining of the interlibrary loan process, and he expects to see greater sharing of library resources throughout the state. Ms. Dobbs suggested an Internet demonstration for the TRL Board. Mr. Lawrence raised the question about the need to conclude the contract with Dynix before making any firm decisions regarding the future of CALS.

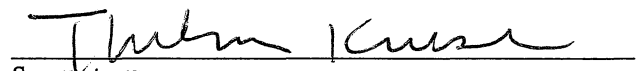
Ms. Winfree referred to the summer reading program materials for "Discover Planet Earth Read!". Flyers are going out to all the schools in the district, and will also be available in the libraries for preschool and home school children. All children in grades K-6 are being contacted by library staff.

7B Participants in the program will receive buttons, program booklets, reading record, certificate of achievement, Dairy Queen coupon, and Northwest Trek coupon. Ms. Winfree commended Zero Wright for the artwork and the community relations staff for their work on the materials. She said the summer reading program affects all staff and is an appreciated total library effort. Ms. Gorsuch added that TRL used RSVP volunteers this year to count out the materials and get them ready for sending to the libraries.

Ms. Kruse said she has heard many positive comments about the May 13 All Staff Day. She noted TRL Board members Ms. Dobbs and Ms. Timm attended. The morning program for the entire group was on cultural diversity and several afternoon programs were offered.

There was no further business and the meeting adjourned at 9:25 p.m.

  
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President Pro Tem

  
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Secretary