

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
McCleary Timberland Library
100 3rd St., McCleary, WA 98557

July 28, 1993

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M I N U T E S

BOARD MEMBERS PRESENT: Jean Davies, President; Art Blauvelt; Doris Fourre; Bill Lawrence; Helen Timm

BOARD MEMBER EXCUSED: Carolyn Dobbs

STAFF PRESENT: Liane Bascou; Kristin Blalack; Mike Crose; Margo Eytinge; Jerri Ferrier; Carol Gorsuch; Thelma Kruse; Lois McCleary; Kitty Schiltz; Mary Ann Shaffer; Mary Strohl

GUESTS PRESENT: Jean Chiveney, Elma Library Board; Pat Leslie, Montesano Library Board; Debra Olson, McCleary Library Board; Jennie Reed, McCleary; Donnie Rostedt, Montesano Library Board; Ayami Yoshimura, Nagasaki, Japan

President Davies called the meeting to order at 7:50 p.m.

AGENDA ITEM

NO.

1 Introductions

Introductions were made. Ms. Shaffer introduced Mary Strohl, newly hired Community Library Coordinator at Lacey. Ms. Strohl's prior job was a district manager for a regional library system in Sacramento, California.

2 Correspondence and Public Comments

A. Letter from North Mason Friends

The North Mason Friends have invited the TRL Board to join them for refreshments following the TRL Board meeting on August 25 at the North Mason Library.

3 Approval of Minutes

93-21 ART BLAUVELT MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JUNE 16, 1993, AS DISTRIBUTED; DORIS FOURRE SECONDED THE MOTION. ART BLAUVELT AND DORIS FOURRE VOTED IN FAVOR OF THE MOTION; HELEN TIMM, BILL LAWRENCE AND JEAN DAVIES ABSTAINED. MOTION DID NOT CARRY BECAUSE IN ORDER FOR IT TO PASS, ALL THREE MEMBERS WHO WERE PRESENT AT THE PREVIOUS MEETING MUST BE PRESENT TO VOTE TO APPROVE.

Approval of Minutes of the June 16, 1993 meeting will be on the August agenda.

4 Vouchers

Payroll and payroll related vouchers for June 1993 amounted to \$395,201.45.

93-22 HELEN TIMM MOVED TO APPROVE VOUCHERS NO. 38487 THROUGH NO. 38714 FOR JULY 1993 IN THE AMOUNT OF \$439,286.72; BILL LAWRENCE 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. Director

Ms. McCleary reported the Summer Reading Programs have been completed at the McCleary Library. Ms. Shaffer added that new signage has been installed in the library. McCleary's June circulation is 10% over last year.

Mr. Crose referred to the June 1993 Revenues and Expenditures report. He anticipates timber revenues will be considerably over what has been budgeted. He will have specific recommendations for the board's consideration for using these overages. He still recommends that TRL downplay timber revenues over the next several years so that the district does not heavily depend on them. TRL is 50% through its fiscal year and expenditures are at 46% of the budgeted amount. Salaries and wages are 47% expended and personnel benefits are 52% budgeted. These items appear out of balance because of deferred compensation and Cafeteria 125 plans offered to employees which are difficult to anticipate.

Ms. Kruse referred to the January-June 1993 Circulation Report which shows a 5% increase over last year. She commented we are considering another method of preparing this cumulative report so that it is easier to review. Ms. Kruse said she has been noticing a high loss rate of TRL materials. Mr. Crose has supplied her with statistics which indicate 48,843 items with a lost status, 10% of which were added to the collection in 1992. The value of these items is \$54,284.78, which is about 5% of the total value of materials added in 1992 of \$1,172,085. With an automated system, the loss rate should not be over 1%. Ms. Kruse said she feels strongly that TRL must address this problem by changing procedures for better control and to try to get the lost materials back. A committee is in the process of developing a strategy to address this problem. Some of the ideas being considered include sending overdue notices out sooner; blocking cards sooner; using a proposed new telephone system to notify patrons of overdues; using a collection agency; a publicity campaign. Ms. Kruse will be sending a letter to those people who have several hundred dollars of materials overdue. The Management Council is currently reviewing a written Circulation Policy. They are considering lowering the age at which children may receive a card without parental consent.

Ms. Kruse said she has made a change in how the Management Council will relate to her. She sees the Management Council as a group which debates issues and has discussions. She welcomes input and finds the Management Council discussions useful. She depends on the staff at that level of responsibility to give her advice. Since she is the Director and has the responsibility to carry out the policies, she has requested that the Management Council vote on matters as recommendations to the Director. Ms. Eyttinge reported that at the last Management Council meeting, it was recommended staff begin part 3, Checklist, of the new Performance Appraisal System. There was discussion about how family cards will be handled; each member of the family receives a card with individual numbers and all cards will be linked to one record. Mr.

- 7A Cröse discussed how he intends to develop future budgets. A local library boards and friends workshop was scheduled on November 6 at the Service Center.

Mr. Cröse said the 1994 budget will be a broader document which will include a history of revenue and expenditures and an operating budget for each facility. This type of budget will provide better accountability and a method for reporting back to the cities and counties. He will be developing a five-year capital improvement plan for the district which will be tied into the operating budget. The budget will also include a plan for new facilities and definitions of the impact new facilities will have on the operating budget. Mr. Cröse has done an analysis of the district by county through a review of the population and taxes contributed. His conclusion is that services are equitable throughout the five counties.

Ms. Kruse reported the Lewis County Commissioners are seeking a replacement for the Member-at-Large position on the board. They will be placing an ad in the paper. She has sent several packets of information to the Commissioners for applicants. She spoke with Warren Dahlin, the Commissioners Chair, and he has invited her to take part in the interview process. Several people have already contacted Timberland directly expressing an interest in the position and Ms. Kruse will send packets of information to them.

Mr. Cröse said that CALS (Consortium for Automated Library Services), which is composed of Timberland, Washington State Library, and The Evergreen State College, has recognized that the Dynix system currently in place no longer meets the needs of the three CALS members. The CALS Board is looking at various options for solving the deficiencies in the system. Since the three members have three separate missions, with some overlap, it is apparent that there is a need to either dissolve the consortium or change the structure. Staff from the three members are developing a series of recommendations with associated costs. Mr. Cröse expects the CALS Board will be making a decision at its September meeting. If the recommendation is that TRL purchase its own Dynix system, the funds in the automated circulation system fund and the excess timber revenues would provide sufficient financial resources to purchase the system. Mr. Cröse is working with the State Auditor's office on the process of dealing with Dynix for an upgraded system, since they are currently under contract with us. He has also been working with Dynix representatives in developing an implementation program. This program would include the ability to expand the system to include all the school systems in the five counties over the next several years. TRL is also working toward changing its tele and data communications system, which will allow for many cost saving features.

Ms. Kruse said she asked staff who attended the ALA Conference to send her their written reports. She will send that information to the board.

Ms. Kruse said she and Mr. Blauvelt have attended several meetings in Grays Harbor County, including county commissioners, rotaries, and city councils. They speak about TRL's services. She is interested in doing this in other counties with the TRL Board representative. Mr. Blauvelt agreed it is a valuable undertaking. He said the last WILL workshop stressed that it is important to meet with other governmental bodies and thank them for their support of libraries.

The board heard reports on several building projects. Ms. Ferrier said the design for the new Elma library is almost finalized and will be presented to the City Council at its next meeting. She expects groundbreaking to occur in

7A early October. Ms. Shaffer said the Salkum library should be completed by the end of August with a grand opening in mid September. This project has involved remodeling a former gas station and convenience store. The shelving from the current Salkum library will be used in the Oakville library which will be moving into a former church housing city offices. This move is expected to take place in September or October. Ms. Kruse reported a design team has been meeting regularly with the architect on the Tumwater project. It is expected construction on this new library will begin in spring of 1994 and open early in 1995.

8 Other Agenda Items

A. August 25 Board Meeting at North Mason

Ms. Timm said the North Mason Friends would like TRL Board and staff to join them for dinner prior to the meeting in the Belfair area.

Ms. Davies recessed the meeting at 9:30 p.m. She announced the board will meet in Executive Session following a break for the purpose of discussing personnel matters.

9 Executive Session

The board met in Executive Session at 10:00 p.m. and reconvened the regular meeting at 10:40 p.m. The board concurred with the Director's recommendation that effective August 1, 1993, TRL Pages will begin to accrue sick leave, vacation leave, and holiday benefits.

There was no further business and the meeting adjourned at 10:45 p.m.

Jean E. Davies
President

Thelma Kruse
Secretary