

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING
North Mason Timberland Library, N.E. 23081 Hwy. 3, Belfair, WA 98528

August 25, 1993

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M I N U T E S

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

STAFF PRESENT: Julie Ayres; Liane Bascou; Mike Crose; Margo Eyttinge; Carol Gorsuch; Maryann Jordan; Thelma Kruse; Corene McDaniel; Victoria Rexford; Bill Scherr; Kitty Schiltz; Mary Ann Shaffer

GUESTS PRESENT: North Mason Friends of the Library: Laura Allen; Elaine Campbell; Leialani Feldman; Alice Harris; Thelma Hillier; Barbara Hunt; Margaret Livingston; Julie Thompson. Gordon Earsley, Hoodspout Friends. Helen Hepp, Montesano Board. Edith McWhorter, Montesano

President Davies called the meeting to order at 7:40 p.m.

AGENDA ITEM

NO.

- 1 Introductions were made.
- 2 Correspondence and Public Comments

There were no correspondence or public comments.

- 3 Approval of Minutes

Four board members were present at the June 16, 1993 meeting. One of those four, Jeanne Church, resigned from the Board effective June 30, 1993. The June 16, 1993 minutes were not approved at the July 28, 1993 meeting because the three members who were present at the June meeting were not all in attendance at the July meeting.

- 93-23 DORIS FOURRE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JUNE 16, 1993, AS DISTRIBUTED; ART BLAUVELT SECONDED THE MOTION. DORIS FOURRE, ART BLAUVELT AND CAROLYN DOBBS VOTED IN FAVOR OF THE MOTION. BILL LAWRENCE, JEAN DAVIES AND HELEN TIMM ABSTAINED. MOTION CARRIED BY THE THREE BOARD MEMBERS PRESENT AT THE JUNE MEETING.
- 93-24 BILL LAWRENCE MOVED TO APPROVE THE MINUTES OF THE TRL BOARD OF TRUSTEES MEETING OF JULY 28, 1993, AS DISTRIBUTED; HELEN TIMM SECONDED THE MOTION. BILL LAWRENCE, HELEN TIMM, ART BLAUVELT, DORIS FOURRE, AND JEAN DAVIES VOTED IN FAVOR OF THE MOTION; CAROLYN DOBBS ABSTAINED. MOTION CARRIED.

- 4 Vouchers

Payroll and payroll related vouchers for July 1993 amounted to \$388,899.85.

Occasionally it is necessary for the business office to issue warrants outside of the board's normal approval cycle in order to meet contract requirements and assure timely payment of conference registration fees. Four such warrants were issued in June but were inadvertently not presented for board approval in June. This omission needs to be corrected this month.

- 4
93-25 ART BLAUVELT MOVED TO APPROVE VOUCHERS NO. 38483 THROUGH NO. 38486 FOR JUNE 1993 IN THE AMOUNT OF \$60,541.21; CAROLYN DOBBS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- 93-26 DORIS FOURRE MOVED TO APPROVE VOUCHERS NO. 38715 THROUGH NO. 38926 FOR AUGUST 1993 IN THE AMOUNT OF \$310,445.50; BILL LAWRENCE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

5 Unfinished Business

There was no unfinished business.

6 New Business

A. Interlocal Agreement

Library district officials have been working with representatives of the City of Tumwater and Tumwater School District #33 on developing long term plans for the construction and operation of a new Tumwater library. The plan calls for inter-governmental cooperation to maximize the availability of information and recreational resources of the three entities. Resolution 93-02 authorizes the Library Director to execute an Interlocal Cooperation Agreement that defines the financial and service role of each entity.

- 93-27 ART BLAUVELT MOVED TO ADOPT RESOLUTION NO. 93-02 AUTHORIZING THE LIBRARY DIRECTOR TO EXECUTE AN INTERLOCAL COOPERATION AGREEMENT BETWEEN TIMBERLAND REGIONAL LIBRARY, CITY OF TUMWATER, AND TUMWATER SCHOOL DISTRICT #33; CAROLYN DOBBS SECONDED THE MOTION.

Ms. Fourre expressed concern that the Tumwater School Board understands that TRL's Bill of Rights takes precedent in the event there is a censorship question. Ms. Kruse agreed we need to be concerned about censorship but she doesn't foresee any problems because the collections, activities and policies will remain separate. Mr. Crose added that he expects TRL will be entering into more of these types of agreements with other schools in the district. The key is that the library card becomes the point of access and that card presupposes the parent is aware the child has the ability to use TRL's library. Mr. Lawrence commented the agreement should include a mechanism to resolve any problems which may arise before it reaches the TRL Board, the School Board of the City Council. Mr. Crose assured the board that TRL is carefully entering into this agreement.

MOTION CARRIED UNANIMOUSLY.

Ms. Harris commented that this interlocal cooperation appears to be a wise use of tax dollars. At a time when tax money is needed in so many places, it is beneficial to share rather than duplicate resources.

7 Reports

A. Director

Focus on North Mason - Ms. Rexford said the population in the North Mason area is growing. Since Belfair is unincorporated, it is difficult to get accurate figures which range from 13,000 to 26,000. There is a large senior citizen population, a seasonal population, and minorities population, mainly Hispanic

7A and Asian. There are several new businesses in the area, and there is a push for more county services. It is an active community with lots of environmental and service groups who often use the library meeting room. This year's North Mason summer reading program participation is significantly up over previous years. The library Friends group is very active and involved and helps the library by providing money for library items, does displays, has fund raising events, has helped institute a recycling project, provides support for children's programs, and brings in quality adult programs. A project of providing several hundred books to the Headstart program was done under the auspices of the North Mason Friends. Ms. Rexford said there are five staff at North Mason, who are very courteous and helpful, as well as several dedicated volunteers. The circulation desk was remodeled which has made a big difference in the workflow and Ms. Rexford is working with Carol Gorsuch on new signage for the library. Ms. Schiltz provided a history of library services in Mason County. The first library in the county was built in Shelton right after the turn of the century. Service was later provided through the Thurston-Mason County Library District. TRL established a library in Belfair in the back of a TV shop as well as the South Mason library just outside the Shelton city limits. Through fundraising efforts, the North Mason Friends purchased property which they donated to TRL. The present North Mason library was opened in 1979. Because of the increase in population, the library has outgrown its current space. Mr. Crose stated that expansion, remodeling and repair of the roof at North Mason is a priority project.

Mr. Crose referred to his July 1993 Revenues and Expenditures report. As of July 31, timber revenues have exceeded the amount budgeted. Unanticipated amounts in the timber categories are put into the building and site acquisition fund, and Mr. Crose also plans to recommend to the board that some of this money go into the automated fund for purchase of a new Dynix system. Mr. Crose reviewed the recent tax settlement in Grays Harbor County regarding the nuclear power plant at Satsop. Mr. Crose anticipated this settlement to occur in 1993 and budgeted \$257,000 as TRL's share of the settlement in the automated circulation system fund.

Ms. Eytinge reported the Management Council recommended revision of part of the proposed Performance Appraisal System. The council heard a report on All-Staff Day which is scheduled on October 7 at the Westwater. The morning session will be a followup to the customer service training which all staff will receive in September. Several concurrent sessions will occur in the afternoon. There was discussion at the meeting of the recent change in Page benefits and the Family and Medical Leave Act which took effect on August 5. The next meeting is scheduled on September 21 at the Montesano library.

Staff have been working on the 1994 Budget. Mr. Crose is working on 1994 revenue projections. The budget will be developed at each building level as well as district wide level and will include narratives about revenues and expenditures. Mr. Crose expects to provide a draft of the budget to the board prior to the November meeting. Ms. Fourre, Ms. Timm and Mr. Lawrence agreed to work with administration on the budget. Ms. Davies will participate if one of the three is unable to attend a meeting.

Ms. Kruse reported an ad was placed for the Member-at-Large opening on the board. About 15 information packets have been sent to people interested in the position and as of today the Lewis County Commissioners have received four applications. The commissioners anticipate filling the position by mid September.

- 7A Ms. Kruse said TRL is still negotiating with Dynix for its own system. Mr. Crose said he hopes to have more informaton for the board at its October meeting. He is working on long term cost projections and what the salvage value of the current system may be. TRL is looking at a system which is expandable to 1,000 to 1,500 ports.

Ms. Kruse referred to the written reports by staff who attended the AIA and PNLA conferences. Ms. Fourre said she attended the PNLA conference and brought back the "Montana Public Library Trustee Manual". Anyone interested in the manual may contact Liane Bascou at the Service Center. She had an opportunity to spend time on Internet and understands the enthusiasm about this program. Mr. Lawrence expressed his appreciation for written comments from staff on their attendance at conferences.

Ms. Kruse said she has met twice with other Washington Library Directors. A new group has been organized of Western Washington Library Directors. The purpose of this new group is to discuss sharing resources and access to each other's collections.

Ms. Kruse referred to the Summer Reading Program statistical report. Prior to the meeting, board members, staff and Friends had dinner at the Pizza Factory which has made a significant contribution to North Mason's summer reading program.

Building Projects - The design for the Elma library is almost complete and will be submitted to the Elma City Council for its approval. The Oakville library's move into its new quarters will occur after Salkum's move. The Oakville grand opening is scheduled on October 16. The Salkum library is almost complete and the grand opening is scheduled on September 25. Service Center remodeling is progressing with completion anticipated by the first week of October. To the credit of the Service Center staff, they are trying to maintain some level of productivity during the remodeling project. The Tumwater building committee and architect have reached consensus on location of service areas on the floor plan. Mr. Crose added that it came to Ms. Kruse's attention that the Tumwater library board was feeling disenfranchised in the library project and Ms. Kruse met with each member to review the plans and the building program.

8 Other Agenda Items

Mr. Blauvelt reported that he recently attended a meeting with a gentleman who is contemplating leaving money for remodeling the Aberdeen library. He expressed his appreciation to people who give their time and money to libraries.

Mr. Blauvelt said he recently served as a judge in superior court. One of the jury members was so pleased with the experience that he sent Mr. Blauvelt a gift of charts of shipwrecks in Willapa Harbor and Grays Harbor. Since it is not appropriate for Mr. Blauvelt to accept these gifts, the gentleman, John Peterson, agreed to have the charts donated to TRL.

There was no further business and the meeting adjourned at 9:10 p.m.

Jean E. Davies
President

Thelma Kruse
Secretary